GROUP BOOKING AND VENUE HIRE GUIDE

Everything you need to know about your upcoming group trip!

GABC CAMPASPE DOWNS

The GABC experience at

CAMPASPE DOWNS

An hour's drive from Melbourne, GABC Campaspe Downs is set amid 160 acres of stunning natural bushland in the Macedon Ranges, close to Kyneton and Hanging Rock.

Situated around a central lake, the camp accommodates up to 400 guests in cabins and platform tents, and boasts a wide range of exciting adventure activities – from flying fox to canoeing, archery, laser tag and so much more.

Arrival and departure times

Arrival time is after 2pm and departure time is before 10am unless arranged otherwise prior to camp.

On arrival, one of our team members will welcome you and run through details regarding use of the site, code of conduct and departure processes, including a final departure check.

Preview

We strongly recommend the Party Leader attend a site preview prior to travel. Previews are by appointment only and generally scheduled from 9am to 4pm on weekdays.

Accessibility and Additional needs

GABC is committed to providing equal opportunity to all. Accessible rooms and spaces are available. Please discuss specific requirements with us including cultural requirements and needs prior to travel.

About Campaspe Downs

- Located an hour north of Melbourne in the Macedon Ranges, and accessed by main sealed roads
- 160 acres of open bushland and paddocks
- Address:
  1302 Kyneton-Trentham Road,
  Kyneton 3444

FACILITIES

- Conference rooms
- Indoor sports stadium
- Sports oval
- Two dining rooms (full and self-catering)
- Leaders' lounges
- Recreation room
- Campfire circle
- Outdoor multi purpose sports court

WIFI access

Basic Wi-Fi access is available in each conference room and lounge.

Meeting spaces

Appropriate meeting space will be provided based on the size of your group. The use of additional meeting spaces is subject to availability and additional costs.

AV Equipment

Basic AV equipment can be used at no additional cost. Please discuss your requirements prior to arrival.

Please note: any electrical equipment brought on site (except those for personal use only) must have a valid tag and test certificate. All electrical equipment used must meet Australian standards.

ACCOMMODATION

Participants

Cabins: Sleeps 4-12 people

with en suite bathrooms.
Fitted sheet provided. Please bring your own sleeping bag and pillow.

Platform Tents: Sleeps 8 people

with separate toilet and shower blocks nearby.
Fitted sheet provided. Please bring your own sleeping bag and pillow.

Group Leaders

Single, twin, or triple (1x single and 1x bunk) ensuite rooms:

Fitted sheet provided. Please bring your own sleeping bag and pillow. Towels and toiletries are not supplied.

SAFETY AND SECURITY

The safety and well-being of our guests is our top priority. On arrival, we will provide a comprehensive safety induction to Party Leaders and provide important information about your stay. It is the responsibility of the Party Leader to ensure that the group understands these safety messages. Someone will be on call at all times while you are on site. You will be provided with this number on arrival.

Noise

Musical instruments and any electrical amplified sound reproducing equipment including stereos, radios, TVs and public address systems should not be heard outside a building during the following times:

Monday to Thursday - before 7am and after 10pm

Friday - before 7am and after 11pm

Saturday and Public Holidays - before 9am and after 11pm

Sunday - before 9am and after 10pm

Consumption of Alcohol

If alcohol is to be sold on-site, or supplied by the group organisers as part of the price of the trip, then a temporary liquor licence must be sought by the group at their expense. We will require a copy of the temporary licence prior to the trip for our records.

The sale and consumption of alcohol must be contained to specified indoor areas. Consumption of alcohol in outdoor areas must be approved by the site manager.

Other groups

Please be mindful of the impact your group may have on other groups on site. All groups must behave in a respectful manner towards other groups sharing the site. Sole occupancy is available at a supplement and on request.

Upon departure

All rubbish must be placed into the bins provided. All facilities, and especially self-catering facilities must be left in a clean and tidy condition. Any damage must be reported to the Duty Manager as soon as possible. Additional cleaning charges will apply if the facilities are not left in a satisfactory state.

Staff support

A GABC staff member will be on call at all times during your stay. All GABC sites have well-structured Emergency Management Plans that have been written in consultation with local emergency services. Copies of the plans are available on request. If you require more support during your stay, a GABC Groupie can help with mealtimes, be a liaison for your group and assist you throughout your stay. Additional charges apply.

Individual Needs

At GABC we are continually working to enable all guests to enjoy the many benefits of our camp. If a member of your group has additional requirements, we will be pleased to discuss them with you. So we can make a fair assessment of service provision and identify appropriate resources in relation to access, programming, successful participation and health and safety, we need you to provide us with full details as soon as possible. Ensuring we can cater for the additional needs of an individual requires advanced notification, assessment, agreement and planning. We are only able to take responsibility for arrangements that have been discussed and agreed with us in advance.

First Aid

Party Leaders and supervising adults are the primary first aid contacts, and remain responsible for administration of first aid for their group. GABC staff will assist with first aid as and when required. The Party Leader is responsible for deciding whether a party member should be referred to a doctor or hospital, with the assistance of our qualified first aid staff. We may not always be able to provide a vehicle or to assist in transport arrangements. Payment for transport is the responsibility of the Party Leader. As part of our booking conditions, Party Leaders agree to maintain the discipline and supervision of their party. The following points further amplify our requirements and we would be grateful if you could ensure that your party members comply.

Safeguarding

We strongly recommend adhering to best practices by ensuring that all adults accompanying your group hold a valid Working With Children Check (WWC). Additionally, we advise having comprehensive risk assessments and Child Safe documentation in place to uphold the highest standards of safety and compliance for children and young people.

Code of Conduct

We ask that party members show consideration for other parties they meet, as well as GABC staff, coach drivers and neighbouring residents.

It is also important that they show respect for property - coaches, centre fabric and equipment, and all other property. Costs for intentional damage will normally be passed on to the party responsible.

Party members should be aware of the curfew and restrict noise to a minimum during curfew hours.

- No smoking or vaping is permitted in the public areas of GABC camps or on coaches. It is strictly prohibited in all accommodation units and tents. Smoking and vaping is only allowed in designated areas.
- Party Leaders should not allow any under-age possession or consumption of alcohol at GABC camps.
- Party members must not behave in an anti-social fashion, e.g. use offensive or insulting language, threatening behaviour or bullying.
- Theft or illegal activities will be reported to the police.
- Young people must not leave the camp unless accompanied by a supervising adult.
- Party members must follow the camping code of leaving no trace, treading lightly and protecting the native plants and animals.
- Party members must ensure all property is respected and left in the same condition as found.
- PGL reserves the right to send any party member(s) home for illegal activities, or consistent or gross misconduct. In such cases, the cost will be totally borne by the individual or party.

REFUEL

Self-Catering Facilities

GABC kitchens are allocated on the best fit for your group.

Each self-catering kitchen is equipped with:

- Crockery, cutlery and glassware
- Gas cooking hobs
- Gas ovens
- Microwaves
- Toasters
- Tea and coffee making equipment
- Fridge and freezer
- Cleaning equipment

With prior arrangement, we can provide a Kitchen Kit with pots, cooking utensils, knives, chopping boards, mixing bowls, serving tongs, crockery, cutlery and cups.

Cleaning equipment such as mops, brooms, bins and dust pans are provided.

You will need to bring with you:

- Dish cloths and tea towels
- Garbage bags
- Storage containers
- Consumables including food and cleaning products

We recommend someone in your group has a 'Food Safety Supervisors Certificate' and those in working in the kitchen complete free https://dofoodsafely.health.vic.gov.au/training. We are happy to offer some catering ideas that can enhance your stay and provide guidelines to ensure the final clean-up is done effectively and efficiently. Additional support is available at a supplement.

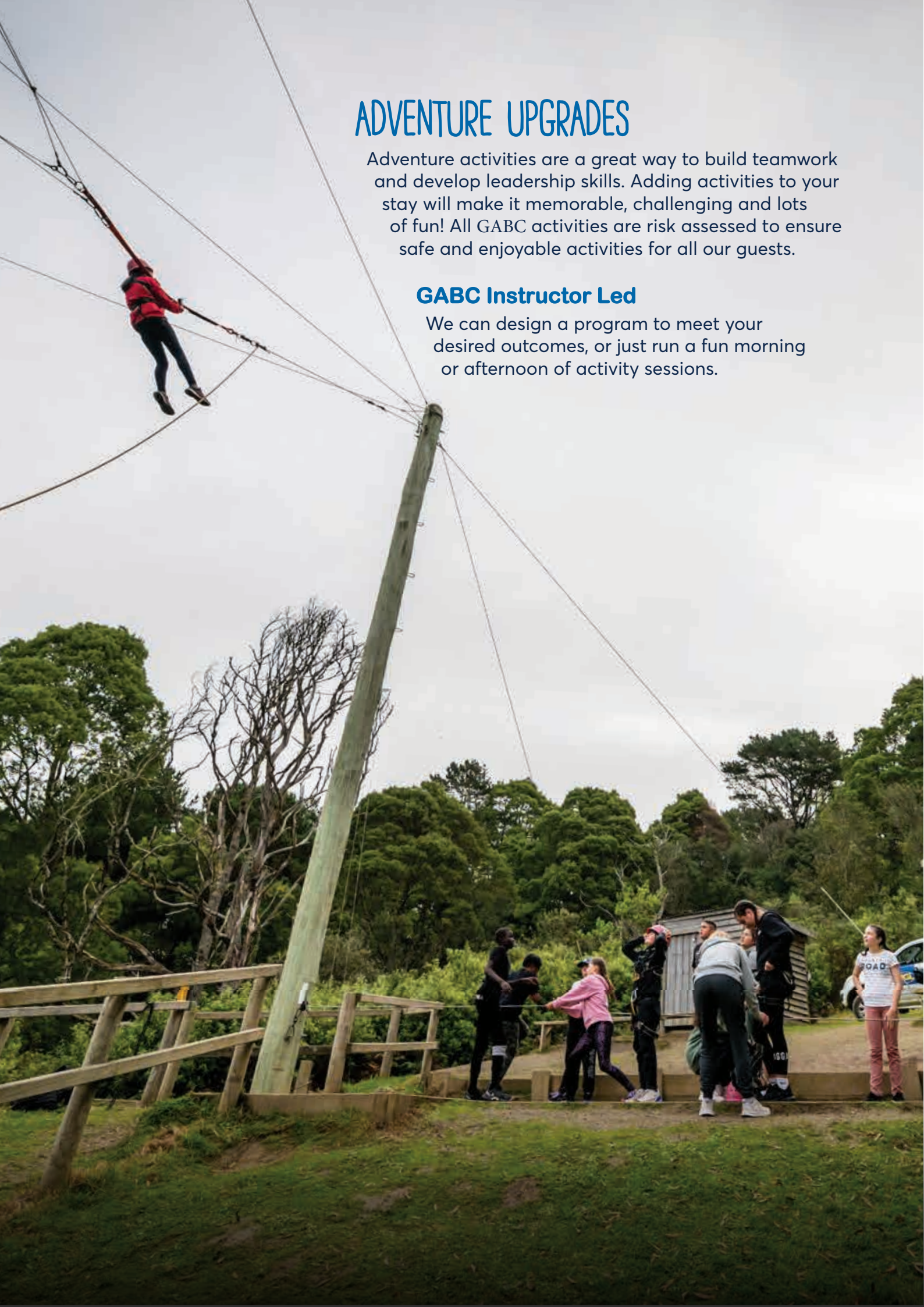
Full Catering

(Optional extra at a supplement.
Please call for details)

GABC menus are designed to be delicious, nourishing and appetising for all. Breakfast, lunch and dinner is served buffet style, meaning no one leaves hungry.

- Salad bars are provided at lunch and dinner
- Most dietary requirements can be catered for
- Fresh fruit is always supplied
- Cakes, biscuits and muffins for morning and afternoon tea can be supplied at a supplement
- Self-serve tea, coffee, hot chocolate and biscuits for supper are also available

Please speak to your Sales Consultant about your catering requirements when booking.



ADVENTURE UPGRADES

Adventure activities are a great way to build teamwork and develop leadership skills. Adding activities to your stay will make it memorable, challenging and lots of fun! All GABC activities are risk assessed to ensure safe and enjoyable activities for all our guests.

GABC Instructor Led

We can design a program to meet your desired outcomes, or just run a fun morning or afternoon of activity sessions.