Dear Retreatants - Please note this important info:

Our greatest risk is **FIRE; no candles/ incense** anywhere other than main rooms; when you are last leaving a room **put out any** candles. In the unlikely event of a fire a loud continuous shrill fire bell will sound (bell is outside women’s sleeping area). Assemble in driveway outside the kitchen. If you find a fire use a fire extinguisher or raise alarm. Fire extinguishers are on all verandahs of the centre and in all cottages - please note where they are. If you change where you are sleeping, update it on the accommodation list outside kitchen to note where you can be found.

All lights are **solar** – on leaving a room please switch lights off. The LED light outside the bathroom stays on overnight. Always take a torch when you walk around at night.

**Water** is safe from any tap except remote huts, where it needs to be boiled. Use the outside kitchen area to fill water bottles and hot water bottles (the hot water is 90 degrees)

**Walking Tracks**: Te Moata is an area of natural hazards, if going onto tracks;

- You must scrub your boots/shoes/sandals to prevent Kauri Die-Back Fungus, which is killing NZ’s Kauris. Please use the disinfectant bath/spray/brush on the deck below the fire bell or at the beginning of the main track
- Take responsibility for your own safety, wear good boots/walking shoes
- If you are going across the stream - **fill in the Intentions Book;** 1) name 2) time of departure 3) intended track 4) est. return time 5) tick off on return. 6) Preferably discuss your route with a manager.
- Take; whistle, water, warm/waterproof clothing, map, torch, fully charged cell phone

**Close door at dusk** to avoid having small creatures come in.

**Use the hand sanitizer (essential oils spray) outside the dining room before all meals.**

If you are ill please see a manager. We have a comprehensive first aid kit and homeopathic remedies to support coughs/colds etc, or we will take you to a doctor if needed.

**Special diets;** have you let us know about any allergies/intolerances. Please see a manager if you haven’t pre-booked a special diet. (Surcharges apply).

**Laundry;** use buckets to soak and bathroom tubs to wash clothes. Lux flakes/sunlight soap only to protect our sewerage system.

**Cellphones;** ideally this is a non-cell phone area. Phones can be charged in the carpet room if they are turned off. If you must use your phone, please do so in private. Ideally go to the top of the drive where reception is good and you will not disturb others.

**Meditation retreats** have a mindful work session as part of the schedule - have you signed up?

If you have hired bedding - please return it to the the Linen Room. Thank you.

If anything is not working for you, let us know, perhaps we can put it right.