

KAITERITERI RECREATION RESERVE

ACCOMMODATION TERMS & CONDITIONS GUEST INFORMATION

WELCOME TO THE KAITERITERI RECREATION RESERVE

The Kaiteriteri Recreation Reserve is over 83 years old and includes Kaiteriteri Beach, Kaka Point Historic Reserve, Kaiteriteri Estuary and the Kaiteriteri Mountain Bike Park. Our operating model is relatively unique in that we are a Crown entity with guardianship over recreation land but we are not and never have been government funded. The Reserve is entirely self-funding through our own accommodation, retail and hospitality businesses. 100% of the profits from these business groups are invested back into the maintenance and development of the Reserve, community partnerships, environmental & conservation projects and events. It is this social enterprise model that makes the Kaiteriteri Recreation Reserve such a special place.

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If you have accepted an accommodation booking on the Kaiteriteri Recreation Reserve, you are deemed to have accepted these terms and conditions along with our code of conduct and are therefore subject to them.

1. RESERVE APARTMENTS

- **Deposit:** A deposit of the first night's tariff per apartment is required to confirm all reservations. Balance of accounts are payable on arrival and payment must be made for the full time booked. A valid credit card must also be supplied upon arrival as a security for any in-house accounts.
- **Guarantee Policy:** All reservations must be guaranteed by a valid credit card with sufficient funds at the time of booking.
- **Age Policy:** All reservations received must be made by persons who are 18 years or older and Proof of ID may be requested on check in. Any person under the age of 18 year must be accompanied by an adult at all times. Failure to comply may result in termination of the accommodation reserved.
- **Children Policy:** There is no additional charge for children under 2 years of age and using either existing bedding or a baby cot. Baby cots are available at no additional charge and are subject to availability at the time of booking.
- **Rates Quoted - Currency & GST:** All accommodation rates and services advertised by the Reserve, whether directly, via marketing or online are quoted in New Zealand dollars on a per night basis and are inclusive of GST of 15%. Management reserves the right to alter tariffs without notice.
- **Minimum Stay:** A two-night minimum stay period applies between 25th December and 14th February.
- **Carparks:** there is one car park space allocated for each apartment plus one designated disabled car park space for the complex. Additional car park spaces may be available in the main public car park but will require a parking permit from the Reserve's office for overnight stay.
- **Force Majeure:** Kaiteriteri Recreation Reserve will not be in any breach of this agreement or in any way liable, if it is prevented from meeting its obligations due to an event of force majeure, such as an Act of God, War, Earthquake, Riot, Storm, Flood, Explosion, Strike, or any other cause not reasonably within the control of the Reserve.
- **Check-in time** is from 2.00pm (1st March to 31st October) and 3pm (1st November to 28th February). You are welcome to store your luggage on the Reserve if you arrive earlier and the apartment is not available. We will contact you when the apartment is ready.
- **Check-out time** is up until 10.00am. Please contact the office if you require a later check out time.
- Any early arrival or late departure requests are subject to availability. A charge of \$40.00 per hour will apply each hour from 11.00am onwards for late departures.

Apartments - Cancellations and Refunds

- Reservations are only confirmed upon receipt of deposit or full payment. A full refund will be given if your booking is cancelled at least 14 days before your planned arrival. If you cancel within 14 days of your expected arrival, a cancellation fee of one night's accommodation will apply.
- There will be no fee reduction for early departures and late arrivals.
- Bookings made through third parties are subject to that particular company's policy.
- If you have not arrived or contacted us within 24 hours after the original arrival date, we have the discretion to cancel your reservation.
- Package/Special Rates: All specials and package rates will have individual cancellation policies that will be conveyed to the guest for direct bookings or for online bookings they will be visibly displayed on both the reservation and payment screens and will require the customer to accept the terms and conditions at the time of confirming the booking.
- Is defined in Section 5(1) of the Kaiteriteri Recreation Reserve By-Laws and includes obstructing, disturbing or interfering with any other persons' use or enjoyment of the Reserve. Foul, abusive, indecent or obscene language (this includes abusive language, aggressive or argumentative attitude displayed toward Kaiteriteri Recreation Reserve employees and management), or being intoxicated, noisy, riotous, or to misbehave in any other way. Any breach of By-Law 5(1) could result in immediate expulsion from the Reserve without a refund and forfeiture of any rebook status and / or, as provided for under Section 104 of the Reserves Act 1977, a fine not exceeding \$5,000. All criminal behavior will be reported to the New Zealand Police.

2. RESERVE CAMP & CABINS

- A booking fee of \$10 with a deposit of one night's tariff is required. The deposit will be taken into account on final payment.
- Full payment is due as per your booking confirmation on or before arrival. Guests who are staying more than 4 weeks in one visit may make an alternative arrangement with the office. Adjustments will be made for temporary additional guests, or any other charges to the original booking.
- Extra guests coming to stay on your site must check in to the office *upon arrival* and pay their fees. Failure to do this is an offence.
- Management reserves the right to change tariffs without notice. Note that our tariff/prices are reviewed annually. Be aware that our prices may change from the time of your bookings in advance of one season to the next and the new rates will apply.
- Group bookings can be made by arrangement through our office.
- Responsibility for each site must be with a named person over the age of 18 and this person must be staying on site.
- We aim to place you on the site that you desire but at times this is not possible. We also reserve the right to change your site due to operational requirements.
- Unless by prior arrangement during specific events, sites are not to be reserved or used solely for the purposes of parking boats, vehicles, trailers or equipment.
- We do not accept bookings from Wicked Campers due to the inappropriate nature of their vehicle branding.
- Our health & safety policy requires all guests on campsites to adhere to the 1 metre rule. This is specified in more detail in our code of conduct.
- For those guests holding rebook privileges, please refer to our rebook policy.
- **Check in time** is from 2.00 pm and you are welcome to store your luggage (for Cabins) on the Reserve if you arrive earlier. We will contact you when the cabin or site is ready.
- **Check out time** is before 10.00am on the day of departure. All vehicles and equipment must be off the site by this time. The site is to be left clean and tidy.
- **Late check out - Cabins only:** Check out time is before 10.00am on the day of departure. Please contact the office if you require a later check out time. Any late departure requests are subject to availability. A charge of \$20.00 per hour will apply each hour from 11.00am onwards for late departures.

Camp & Cabins - Cancellations and Refunds

- Reservations are only confirmed upon receipt of a non-refundable \$10 booking fee, plus deposit or full payment. A full refund, less \$10 booking fee will be given if your booking is cancelled at least 14 days before your planned arrival. If you cancel within 14 days of your expected arrival, a cancellation fee of one night's accommodation will apply.
- There will be no fee reduction for early departures and late arrivals.
- Rebook cancellation terms and fees are as per the Priority Rebooking policy.
- The booking fee is non-refundable.
- If you are unable to attend, you are not to arrange for anyone else to use the site.
- Is defined in Section 5(1) of the Kaiteriteri Recreation Reserve By-Laws and includes obstructing, disturbing or interfering with any other persons' use or enjoyment of the Reserve. Foul, abusive, indecent or obscene language (this includes abusive language, aggressive or argumentative attitude displayed toward Kaiteriteri Recreation Reserve employees and management), or being intoxicated, noisy, riotous, or to misbehave in any other way. Any breach of By-Law 5(1) could result in immediate expulsion from the Reserve without a refund and forfeiture of any rebook status and / or, as provided for under Section 104 of the Reserves Act 1977, a fine not exceeding \$5,000. All criminal behavior will be reported to the New Zealand Police.

Priority Rebooking Policy

Kaiteriteri Recreation Reserve's Camp operates a priority booking system for specific guests during the peak summer season that recognizes their patronage. This longstanding system has not changed but there are criteria around entitlement to this privilege to ensure that it is applied consistently and fairly:

- We honour all existing re-bookings that were in our system prior to the 2015/16 season, but no new rebook privileges are available.
- Re-bookings only apply for the **same name, same site or cabin and for the exact same dates** every year. The named person must be on site whenever the site is occupied.
- Re-bookings do not apply to our Reserve Apartments.
- We recommend that re-bookings for the following season should be made prior to departure.
- Payment to secure the site must be made prior to your departure the previous summer. If payment is not made, the booking will be cancelled, and the site added to our vacant list.
- Late arrival or early departure will not affect your re-book dates for the following season, but you will not be refunded unless in exceptional circumstances. You will also not be refunded for any day that you leave your site vacant and unoccupied during the period of your re-booking. The Reserve office must be informed prior to your late arrival or early departure.
- Use of the site can be missed for one year, every 5 years, without jeopardising your re-booking but it will be forfeited when the site is not used for two years within a 5-year period.
- Please notify the office of any additional guests so you can be charged appropriately.
- Site priority may be cancelled where the conduct of any guest is unreasonable or there is abuse of the re-book system.

The Reserve recognises that the re-booking privilege is important to families who have been visiting for many years, and we certainly appreciate your patronage. Kaiteriteri is central to many family holidays and for guests who use this time to catch up with friends. Please understand however that there are a very large number of New Zealand families we turn away every peak season because we are unable to accommodate them due to this re-book policy.

3. PAYMENTS

- **Online Payment:** All online bookings made on our website are charged at the time of booking using a valid credit card (Visa & MasterCard) and the card number, expiration date and card security code (CCV) must be entered to complete this transaction. Online payments are made via our payment platform using a third-party provider, Merchant Warrior, who offers a secure payment system to protect customers credit card details with security settings that are compliant with all New Zealand regulatory and statutory regulations.
- **International Payments:** Prices are advertised in New Zealand dollars so the amounts charged to credit card payments may fluctuate due to exchange rate fluctuations as bookings are converted into New Zealand dollars at the exchange rate on the day it is processed. If any cancellations are refunded, then these are also processed in New Zealand dollars at the exchange rate on the day that the refund is processed so there may be a variance to the initial amount charged. The Kaiteriteri Reserve Apartments are not liable for any exchange rate variances.
- **Refunds:** Any refunds will only be made to the same credit card debited for the original transaction.
- **Payment Terms for In-house Accounts:** All charges must be settled on departure unless prior arrangements have been made.
- **Data Security:** Kaiteriteri Recreation Reserve takes the appropriate measures, in accordance with all regulatory requirements, to protect Person Information (PI) against accidental or unlawful destruction, alteration or unauthorised disclosure or access. We have implemented technical measures such as firewalls, login password systems and physical protection to this end. Credit card details are entered into the Merchant Warrior system which has the highest level of Payment Card Industry Data Security Standard (PCI DSS) compliance.

4. PERSONAL INFORMATION (PI):

a. *Information Required & Collection:* We will only collect PI that is necessary for the purposes of data processing and may be collected in certain circumstances, without limitation, as follows.

- 1) Hospitality activities such as bookings, check in and check out, room charges during the guests stay, and any claims or requests.
- 2) Participation in marketing programs, with customers' consent.
- 3) Provision of information by third party service providers such as tour operators, travel agencies, GDS reservations, online booking engines etc.
- 4) Internet activities such as filling in any online collection forms such as questionnaires etc.
- 5) We do not knowingly collect PI from children under the age of 18 years, except name, age and nationality as provided directly by an adult on their behalf or without a relevant adult's permission.

b. *Confidentiality & Security:* We will implement reasonable technical and organisational measures to protect the customers' PI against accidental or unlawful alteration / loss, or from unauthorised use, disclosure or access.

c. *Storage:* PI will be kept for the period for the purposes of the data processing and in accordance with regulatory and statutory requirements.

5. CODE OF CONDUCT

The Kaiteriteri Recreation Reserve is a unique part of New Zealand and as Crown land, it operates under specific legislation and bylaws. We would be grateful if you could familiarize yourself with the following policies to ensure that all guests enjoy their experience.

CONDUCT	Consideration to other guests and staff must be shown at all times.
ALCOHOL	Alcohol is only permitted to be consumed on your site. Please do not walk around the premises with open alcoholic beverages. Excessive drinking or alcohol fueled parties are forbidden. Please be aware that there are a number of no-alcohol zones around the Reserve and these are Police enforced.
NOISE	Noise levels are to be kept to a reasonable level at all times. Quieter hours are between 10.30pm and 7.00am. Remember that noise travels easily and consideration must be shown to others if you decide to carry on with your evening entertainment.
VEHICLES	All vehicles belonging to booked guests must display a parking permit which is available from the office. Vehicles and boats must be able to park within your campsite site boundary or allocated carpark and not encroach on the road, accessways or other sites.
TRAILERS	All vehicle, boat or equipment trailers must be able to fit within your site and not encroach on the road, accessways or other sites. Apartment car parks cannot accommodate trailers and these will need to be parked in our trailer park
YACHTS	Due to powerlines, vessels with masts are not permitted in the Reserve's camp-ground.
VISITORS	Are permitted as a courtesy and should depart by 10.00pm. Visitors' vehicles are to be parked in the public car park. Booked guests are responsible for the behavior of their visitors onsite.
PROHIBITED ITEMS	Fireworks of any kind (in the camp and on the Reserve / beach) Any offensive weapon or object
DRONES	Drones or other motorized flying objects can be a H&S hazard and a threat to aviation. Approval must be obtained from the Reserve and this is only for professional - promotional purposes.
DAMAGE	Costs of damage to the Reserve's assets, property or accommodation can be recovered by the Reserve.
CARAVANS	Must have current Electrical Warrant of Fitness. You will not be able to plug in without it.

TENTS	An approved RCD cord is to be used if using power in the tent. These are available for hire from the office if necessary.
1 METRE RULE	In the interests of safety when setting up, please ensure that <u>solid walls</u> of any tent, caravan, motor-home or camper-van are no less than 1 metre from any internal campsite boundary. This is a requirement under Fire, as well as Health and Safety Regulations. This applies even if you have family and friends occupying an adjoining site.
SPEED	Vehicle speeds must be no greater than 5kph.
BICYCLES	Must be used with care and consideration to others with speed restricted. Lights must be used if riding at night and please wear helmets when biking anywhere on the Reserve. Please do not park any bicycles inside the apartments or ride in areas marked no-biking. Please see the office for bike storage requirements and safety flags for hire.
SMOKING	Smoking is not permitted in any of our facilities or public amenities.
PETS	Other than guide dogs etc, under current legislation, pets are not permitted anywhere on the Reserve.
MISBEHAVIOUR	<p>Is defined in Section 5(1) of the Kaiteriteri Recreation Reserve By-Laws and includes obstructing, disturbing or interfering with any other persons' use or enjoyment of the Reserve. Foul, abusive, indecent or obscene language (this includes abusive language, aggressive or argumentative attitude displayed toward Kaiteriteri Recreation Reserve employees and management), or being intoxicated, noisy, riotous, or to misbehave in any other way.</p> <p>Any breach of By-Law 5(1) could result in immediate expulsion from the Reserve without a refund and forfeiture of any rebook status and / or, as provided for under Section 104 of the Reserves Act 1977, a fine not exceeding \$5,000.</p> <p>All criminal behavior will be reported to the New Zealand Police.</p>

6. GUEST INFORMATION

Medical / Police / Fire Emergency:

DIAL 111

Our Address is:

***5 Kaiteriteri Sandy Bay Rd, Kaiteriteri,
7197
ph. 03 527 8010***

All other non-urgent situations dial the Health line on 0800 611 116 or call the after-hours Medical Advice line on 03 528 8770.

There is a First Aid Room located in the Reserve office and a defibrillator on the wall just outside the office.

FIRE EVACUATION

Please acquaint yourself with the emergency evacuation plan. This is situated in all public areas.

Kaiteriteri has a Volunteer Fire Brigade. Do not be alarmed at the sound of a siren at any time of the day or night, as this is to alert the volunteers that they are needed. If there is an emergency you will be notified by management and given instructions.

TSUNAMI

In the event of a serious earthquake or tsunami warning from Civil Defence an alert will be provided over the PA system. We will evacuate to safe high ground which is "Kaka Point" (north along the beach front road). Reserve staff will assist in directing you and will provide the all clear when appropriate.

In the event of an 'immediate' tsunami with little to no prior warning we will evacuate to the closest high ground which are the hills surrounding the camp and the top floor of the office or apartments.

POLICE

All non-urgent situations dial 03 528 1220.

FUEL

There is an NPD station located in the south car park for all your petrol or diesel requirements. This is a self-serve station and requires a debit or credit card with a pin number. This station is owned by NPD, so any non-urgent problems please call the 0800 number at the pumps. Immediately notify Reserve staff if there is a serious problem at the pumps.

KAITERITERI STORE

Opening hours are displayed on the front door, on our website and social media.

KAI RESTAURANT & BAR / GONE BURGERS

Opening hours are displayed on the front door, on our website and social media.

VEHICLE REPAIR & ROAD INFORMATION

For any vehicle assistance, the closest garage is Riwaka garage. Ph. 03 528 9345. For information regarding road conditions please call 0800 444 449, or visit www.aa.co.nz/travel/roadwatch.

BOAT RAMP

Launching boats - \$5 daily fee. Season Pass - \$25, Annual Pass - \$50. These are obtained from the office during the year and from the Boat Ramp from 26th December.

BOAT WASHING & ENGINE FLUSHING

All boat washing and engine flushing is to be conducted in the allocated boat wash area and not on your site. Fish filleting is permitted inside the camp at the fish filleting station. No boats are to be parked at the fish filleting station at any time. Refer to Reserve map or ask reception for locations.

GAS BBQ'S

Are located outside the Camp amenities and specific locations. Personal BBQ's are not permitted on apartment decks. No charcoal or open fires are permitted on the Reserve.

FOOD

Food stored in communal kitchens is at your own risk. Please ensure all items are clearly marked with your name and departure date. The fridges will be cleared weekly and unmarked items will be discarded.

MINI GOLF

Clubs and balls are available for rent from the Kaiteriteri Store or the mini golf kiosk during peak season.

BIKE HUB

Cyclists can use the new bike hub facilities at the entrance to the main carpark. This facility includes tools, water, pump and power for e-bikes. The code for the E-bike power station can be received from reception.

MESSAGES/MAIL

Messages can be taken at reception and we will contact you via SMS. Mail can also be redirected to the Reserve office and can be collected. This will be notified on our notice board.

Wi-Fi

Wi-Fi is available. Please ask our reception staff for instructions. Additional Wi-Fi plans are also available for purchase at a reasonable price.

LAUNDRY

All washing machines operate with \$2 coins and are \$2 per load. All machines require your own laundry detergent. This can be purchased from reception and the store. Dryers use either \$1 or \$2 coins.

RUBBISH

Please recycle - Recycle bins can be found at the western end of each amenity block, by the Store and in the courtyard next to the restaurant. There is also a large recycling container in the main carpark.

For general waste, please assist us by wrapping items in plastic bags and placing them in the bins provided throughout the park. The kitchens have a supply of plastic bags as well as the office.

SHOWERS

Campground showers are still timed but are no longer coin operated. One press of the timer button will operate the shower for 6 minutes. Guests will be charged \$0.70c per person per day for shower use on arrival.

WATER

Our water is of excellent quality and is drinkable from all taps within the park. Do not drink out of the hose by the dump stations. Please be mindful of all water use for conservational purposes.

Enjoy your stay

