

Group Accommodation

St Gertrude's College Information Pack

Accommodation in dormitories - for up to 140 people.

Self contained flat with kitchen – for up to 10 people.



Contents

Welcome: About Our Town	3
Accommodation & Facilities	4/5
Floor Plan	6
New Norcia House Rules	7
Guidelines for Staying In Heritage Buildings	8
Catering overview	9
Catering - sample menu plan	10/11
Catering - sample Menu Preference Form	11/12
Dining Hall Procedures	13
Pricing	13/14
Prior To Arrival, Must Haves & Departure	15
Phones, Emergency Numbers & Supervision	16
Emergency Response Plan	17
Risk Management Plan	18/19
Town department trading hours	19
Contact details	19

Welcome to Australia's only monastic town.



New Norcia – A Unique Experience.

'In almost thirty years of constant travelling around the world, I have seldom found a place so clarifying and calm as New Norcia. It makes you think again about what matters; it returns you to a sense of stillness and community that's hard to find in the modern world; it refreshes the soul better than any holiday. The only hardship of coming here is leaving.'

Pico Iyer, Author & Travel Writer for Time Magazine & The New Yorker

New Norcia, Australia's only monastic town:

- A comfortable 90 minute drive from Perth
- Wide ranging facilities and work spaces available for groups within the village complex.
- Easy walking distance between the town's facilities.
- Six sessions of daily prayers in the Monastery Chapel and Sunday Mass in the Abbey Church at 9.00 am.
- The ability to learn about monastic life by talking with a Benedictine monk.
- A Mission Cottage Interpretation Centre – an exhibition about the Aboriginal families that lived and worked at New Norcia.
- A range of activities and programmes for your group - See our activity pack.
- Museum and Art Gallery – Mission and Monastery memorabilia is displayed alongside European Religious Artworks and Contemporary Australian Art works, as well as historical exhibitions.
- Guided town Tour – to unravel the unique history, architecture and artwork of New Norcia.
- New Norcia Hotel – serves delicious meals or locally crafted Abbey Ale and Abbey wines.
- The Riverwalk – a spiritual, historical and indigenous experience in the bush.

The monks and local community invite you to discover the peace (Pax) and faith (Fides) of Australia's only monastic town. For more information about the history of New Norcia, or things to see and do while here, please visit www.newnorcia.wa.edu.au.

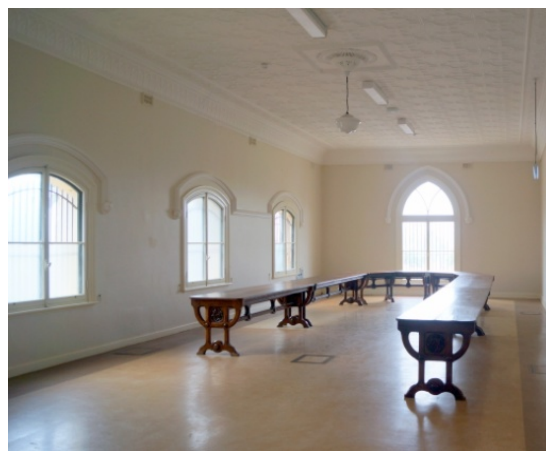
Accommodation & Facilities

Opened in 1908, St Gertrude's College offered boarding school education to young ladies under the guidance of the Sisters of St Joseph. Today this grand building offers the following:

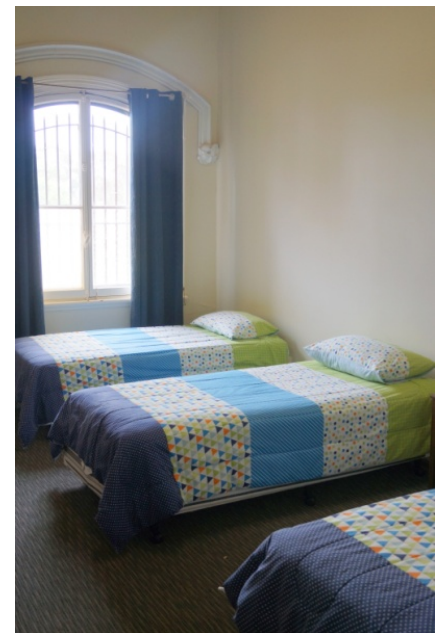
- Dormitory style accommodation with private cubicles for 140 people and shared bathrooms
- Self-contained flat accommodating 10 people with kitchen and lounge.
- Fully equipped kitchen with oven, microwave, fridge, pots and pans, crockery, cutlery and glassware.
- Three large meeting halls (one carpeted hall, one wooden hall and one refectory) each seating up to 100 people.
- Chapel with beautiful murals (can only be used during the late afternoon and evening due to daily town tours)
- St Gertrude's College has new disabled facilities including a shower, toilet and ramp.



The building is listed on the Register of the National Estate and has basic shared bathroom facilities (separate male/female). You will find your accommodation to be simple, clean and comfortable.



From L to R: St Gertrude's dormitories, St Gertrude's dining room and its self contained flat.



Facilities, Workspaces & Equipment:

There are other work spaces in New Norcia available;

The Work Centre - seats up to 30,

The Seminar Room - seats up to 50

St Joseph's Hall - seats up to 100

Both the Seminar Room and St Joseph's Hall have full audio visual equipment installed.

These venues need prior booking before your arrival and are subject to availability.

Chairs and tables are provided on request.

70 music stands available upon request.

Residential guests are welcome to use the town's sporting facilities, including tennis and basketball courts.

Please note you will need to bring your own equipment.

For all costs see SGC Accommodation costs on page 14.

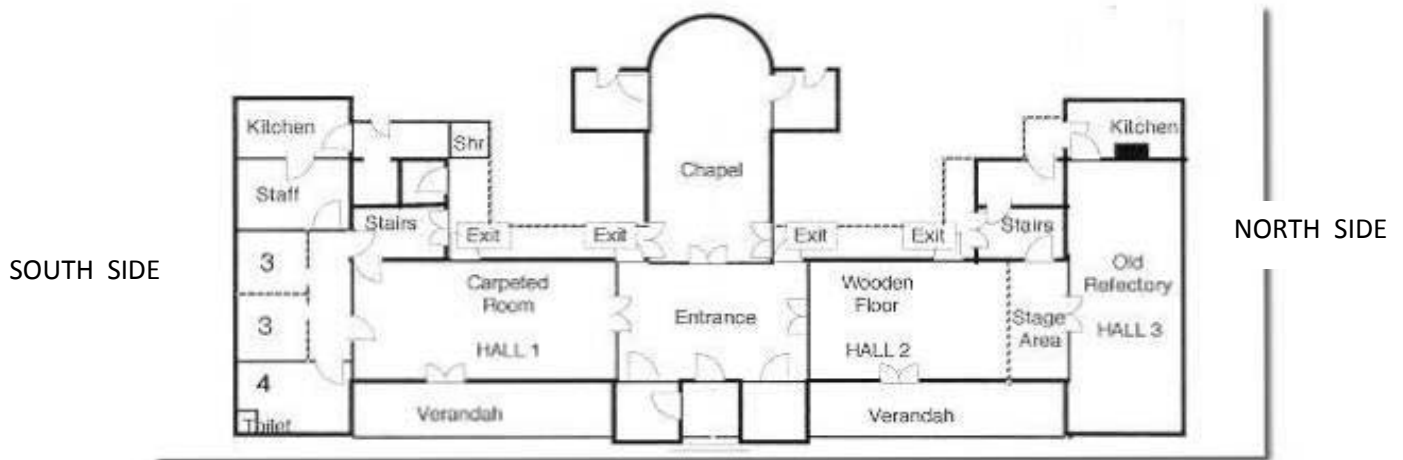
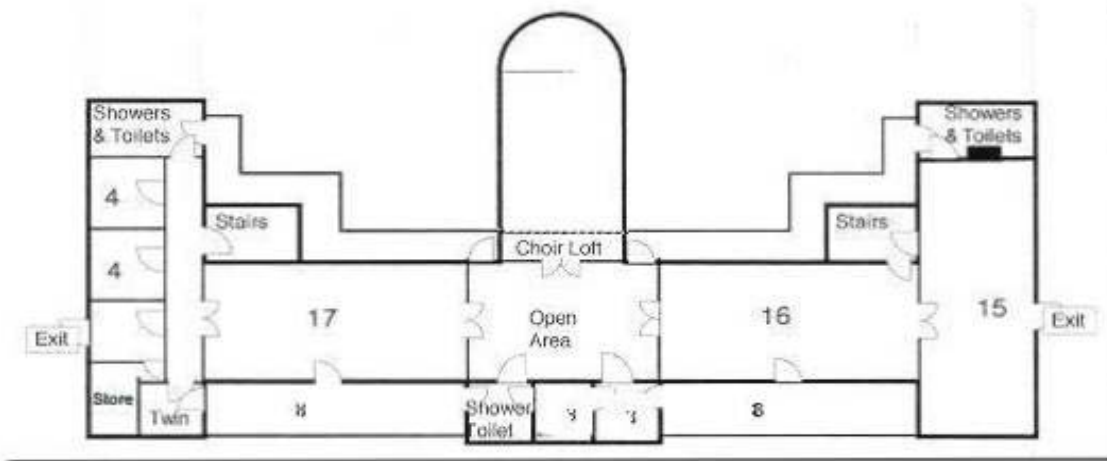
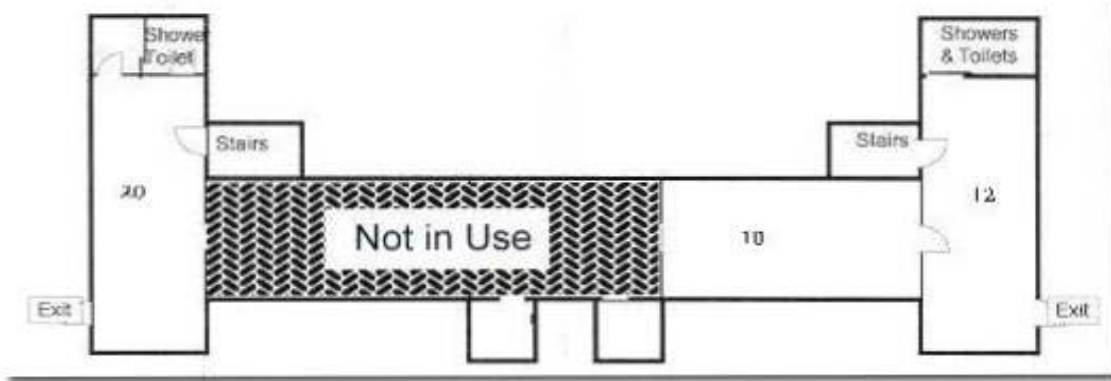


St Josephs' Hall



The Work Centre

Floor Plan: St Gertrude's College



New Norcia House Rules

- The front doors of both colleges must be kept CLOSED at all times.
- Please ENTER and EXIT from the back doors only.
- Due to twice-daily tours, which operate seven days a week all year round (except Christmas and Boxing Day) and other specially arranged tours, the college chapels are generally not available for group activities during the day, except by prior arrangement.
- Emergency exits are at each end of college – only use in EMERGENCIES - these doors are alarmed.
- The Muster point is on the hockey oval in front of the college.
- The plumbing system is delicate. Please DO NOT put anything down the toilets other than toilet paper.
- DO NOT place anything or stick anything on our heritage walls inside.
- Please read and follow “DINING ROOM PROCEDURE” instructions on the wall in the St Ildephonsus’ College dining room. Dishwasher instructions are on the front of washer.
- No Food or Drinks in the dorms.
- No ball games in or around the buildings.
- Secure all windows tightly.
- Vehicle speed limits should be followed at all times. Note; There is a 20km/hr speed limit on internal roads around New Norcia. Please take care of our pedestrians.

Guidelines for Staying in Heritage Buildings

The colleges at New Norcia are both over 100 years old. They are heritage buildings and precious, so please take note of the following:

- **FLAMES:** No naked flames or flammable liquids inside the buildings. Please use battery operated candles.
- **NO SMOKING:** All buildings are strictly non smoking areas.
- **POWER:** Excessive use of power overloads the circuit and results in power failure. In this event, emergency lighting will be activated. Please contact the Group Accommodation Manager if in business hours, or the Emergency after hour's number, both found on page 15, if you are having problems with power supply.
- **BEDS:** Please do not put your bags on the bed covers. This will reduce the soiling of bed covers.
- **FIRE:** Make your way through the exit doors and to the muster point as directed by the nominated leader in charge. More information can be found on page 16.
- **SECURITY:** If the building is left open, tourists may wander into the area. PLEASE DO NOT leave valuables unattended. NEW NORCIA SERVICES DOES NOT ACCEPT RESPONSIBILITY for loss or theft. Please ensure the entrances are locked when absent from the building.
- **WINDOWS:** On windy nights, please ensure windows are firmly closed and latched to prevent rattling.
- **DAMAGES:** Please treat our heritage buildings and equipment with respect, as you will be liable for costs associated with damages sustained.
- **HEATERS AND FURNITURE:** Only New Norcia staff may move furniture and existing heaters throughout the building. Please note, no other heaters may be used in the building.
- **HOUSEKEEPING:** You are responsible for the general tidiness of the building in which you are staying. Please check the following on a daily basis:
 - Kitchen
 - Dorms/Rooms
 - Halls & ALL work spaces

Catering

New Norcia Central Catering Services (NNCCS) provide a full catering service for large groups. Meals are served in the St Ildephonsus' College Dining Room (seats 84), or the Green Room (seats 34), depending on the size of your group (please enter from the rear of the building). Catering prices include three main meals. Morning and afternoon tea is complimentary for full board bookings only.

Various levels of service are available from full set up and clean up to self service.

FULL SERVICE: Our staff will serve up all meals followed by a full clean up service after each meal sitting. (Charges apply.)

SELF SERVICE: You will need to designate 6 - 8 group members that will be responsible for serving each meal, followed by full cleanup after each meal sitting.

Details of self service meal procedures can be found on page 13.



St Ildephonsus' Dining Room

To arrange catering for your group please contact the groups Manager who will email you a Menu Preference Form. You will need to fill in all appropriate areas, sign and return along with any special dietary requirements, at least 28 days prior to your arrival. Final confirmation of numbers is required 14 working days prior to your arrival. See menu preference form example on pages 10/11.

Groups of up to 30 guests can choose to self cater in St Gertrude's College, as this has a fully functioning kitchen with stove, microwave, fridge and basic cooking utensils.

You can also arrange to dine at the New Norcia Hotel, where you can organise a set price menu or order from the a la carte menu. The Hotel is a wonderful place to enjoy a special meal or drink with your group and where New Norcia Abbey Wines, Ales, Port, Muscat and Bakeries produce are available.

Open from 10.00am to 8pm, 7 days a week. To book ph 08 96 548 034.

The New Norcia Roadhouse provides snacks, coffee and cake, takeaway food and basic supplies. Open from 7.30am to 5.00pm 7 days a week.

Catering - sample menu plan

Please note all meals including morning & afternoon teas along with supper will be served in St Ildephonsus' dining room at your specified times.

BREAKFAST

Cereals & yoghurt, toasts & spreads, fruit, Chef's choice of two hot cooked dishes and fruit juice.

TEAS

Morning tea: fresh fruit & drink

Afternoon tea: Chef's choice & drink

Supper: biscuits & hot drink*

* Fill up water bottles at morning or afternoon tea



LUNCH

+ Chef's choice (most likely a sandwich selection)

A sausage sizzle can be provided for groups wanting to make a quick getaway on the last day



DINNER

Please nominate **ONE** choice on your **Menu Preference Form**

No 1.Soy Chicken

Served with steamed rice and seasonal vegetables

No 2.Roast Beef

Served with gravy, roast potatoes, cauliflower cheese, peas, honey carrots & corn

No 3.Italian Beef & Tomato Lasagne

Served with homemade garlic bread & a tossed green salad

No 4. Spaghetti Bolognese

Served with homemade garlic bread & a tossed green salad

No 5. Pan Fried Fish

Served with a fresh herb sauce, béchamel potatoes & seasonal vegetables and dessert of the Day

No 6.Cold Roast Chicken

Served with pasta bake



No 7. Vegetarian or meat pizza

Served with Caesar salad

No 8.Grilled Chicken

Served with tabouleh salad

No 9. Quiche Lorraine

Served with roast vegetables and feta salad

No 10. BBQ meatballs

Served with a pasta and Greek salad

No 11. Cold Meat Platter

Beef, ham, chicken served with tossed green salad

Sample Menu Preference Form

To be completed and returned at least 28 days prior to arrival

Nominate ONE main meal choice, as indicated in the Camp Standard Menu attached pg 9/10.

Please add any special dietary requirements in the box allocated.

If your form is not received by the designated time, a default menu will be chosen.

You will be charged according to the numbers indicated on this form unless contact is made at least 14 working days prior to your arrival.

Please return to groups@newnorcia.wa.edu.au or fax 08 9654 8097 (Att: Groups).

NAME OF SCHOOL/GROUP: MARLON'S DANCE ACADEMY					
DATE	TIME	NUMBERS	VENUE	MEAL CHOICE	COMMENTS (dietary req*)
11/10/2017					
Breakfast			SIC	<i>Continental</i>	
Morning tea			SIC	Chef's selection	
Lunch	12.30pm	85	SIC	<i>Chef's selection</i>	5 x Vegetarians
Afternoon tea	2.30pm	85	SIC	Chef's selection	3 x Lactose intolerant
Dinner	6.30pm	85	SIC	No.8 - Chicken	
Supper	9.00pm	85	SIC	Chef's selection	
DATE	TIME	NUMBERS	VENUE	MEAL CHOICE	COMMENTS (dietary req*)
12/10/2017					
Breakfast	7.00am	85	SIC	<i>Continental</i>	
Morning tea	10.00am	85	SIC	Chef's selection	
Lunch	12.30pm	85	SIC	Chef's selection	

NAME OF SCHOOL/GROUP: MARLON'S DANCE ACADEMY					
Afternoon tea	3.00pm	85	SIC	Chef's selection	
Dinner	6.30pm	85	SIC	No. 5 - fish	

Morning and afternoon teas are provided as a free complimentary addition to all selected packages.

* A Vegetarian Dish of the Day can be requested in advance for lunch and dinner. We require at least 28 working days' notice of any special dietary requirements otherwise extra costs will be charged. Any visitors suffering from severe allergies are advised to bring their own supplementary food, which can be stored and prepared accordingly. Attendees with special dietary needs are requested to bring their own morning and afternoon tea and bread. It is the responsibility of school/group staff to ensure attendees with special dietary needs have snacks for morning and afternoon tea and only eat the specific food items prepared for them by the chef.

COORDINATOR'S SIGNATURE: _____

DATE: _____

Dining Hall Procedures for Self Service

New Norcia Central Catering Services (NNCCS) provides a catering service to all groups. Access to the main kitchen is not permitted and footwear must be worn at all times.

Schools and groups nominating self service must arrange your designated staff and students to cover the following procedures.

SETTING UP

Your designated 6 – 8 group members to arrive 15 minutes before all meals.

Prepare tubs in dishwashing area with soapy water for clean up.

Prepare dishwasher for use (see instructions on the front of the dishwasher).

SERVING

You will need to assign 2 – 3 groups/ staff members to undertake the serving up of all meals to ensure an even allocation of food portions and to ensure the safety of children around all hot equipment.

Please cover food with lids when not serving.

MEAL TIME

Guests with special dietary requirements are to be served first. NNCCS staff will inform you of these selected dishes.

One table at a time comes forward.

Take a plate from the service table.

Be served by your allocated group/staff members.

Be aware of hot equipment.

CLEARING UP

Dispose of food scraps into the designated garbage bin.

Place all dishes on the bench in the dishwashing area.

Separate knives, spoons and forks into the designated tubs.

WASHING UP

Please find instructions for how to use the dishwasher on the front of the dishwasher.

After each meal the dish washer must be cleaned and emptied ready for the next sitting.

Instructions for this procedure are on the front of the machine.

CLEANING (equipment located in the dishwashing area/scullery).

After each meal please:

Wipe down all tables in the dining hall.

Sweep the dining hall floor, mop up any spillages.



After your last meal of the day: stack chairs beside tables and mop the dining hall floor.
(please dispose of dirty water in the designated sink in the dishwashing area).
Ensure all dishes and cutlery used during the meal are washed and put away.
All rubbish is to be placed into the rubbish bins located on the outside north end of St Ildephonsus' College. (No exit through the kitchen).
Rubbish bags are to be double tied and placed with the handle facing upwards. Any bags that are too heavy will NOT be taken and groups will be asked to re-bag the rubbish.
Replace new bin liners.
Switch off all lights.

PRICE LIST

Accommodation \$36.50 per person (no linen)

Linen Hire \$10.00 per person

(only available for groups of up to 30)

Catering

Meals - Includes three main meals plus morning and afternoon tea.

Adult Meals \$55.95

High School student; \$49.95

Primary School student; \$45.00

Full Service \$3.00 per person per meal

Hall Rental

St Josephs Hall \$200.00

Work Room \$100.00

Education Seminar Room \$150.00

Prior to Arrival, Must Haves and Departure

28 DAYS PRIOR TO ARRIVAL: by Fax, Email or Post

Completed Menu preference Form.

Details of special dietary needs.

Itinerary, including times and venues.

14 DAYS PRIOR TO ARRIVAL

Final numbers of your group (you will be invoiced for this number).

MUST HAVES FOR HAPPY CAMPERS.

Pillow, sleeping bag or sheets and bath towels.

Water bottle (to fill up at morning and afternoon tea).

Torch (this is important for moving between buildings after dark).

Money (for the Roadhouse, Museum & Art Gallery, and Gift Shop).

Sunscreen and insect repellent.

First Aid Kit (one per group).

Hat (summer) and raincoat (winter).

Warm clothing in winter (New Norcia is often colder than Perth).

Please note:

All groups (including schools) are required to keep one vehicle at New Norcia during their stay here. There are no taxi services available in the area. In the event an incident occurs while at New Norcia; it may not qualify for the services of the local volunteer ambulance service. Under these circumstances the responsibility to provide transport to seek medical assistance rests with the group organisers and coordinator on site.

WHEN YOU ARRIVE

Check in time is 2.00 pm. You MAY be able to enter into you venue earlier if prior arrangement has been made with the Group Accommodation Manager.

If you have a Next G mobile, please contact the Group Accommodation Manager as soon as you arrive in town, unless you have made other plans.

The Group Accommodation Manager would appreciate 10 minutes to welcome your group and discuss guidelines and emergency procedures before you move into the accommodation areas.

If self catering, a member from New Norcia staff will take your designated 6 - 8 group members over to the St Ildephonsus' dining room to instruct them on all dining hall procedures.

WHEN YOU DEPART;

DORMS MUST BE VACATED BY 9AM; THE BUILDING NEEDS TO BE VACATED BY 10AM.



It is the group leader's responsibility to ensure the items below are completed before departure.

- Rubbish from within and around your venue is collected and placed in the large bins at the back of the college.
- Bins are emptied and new bin liners replaced in bathrooms, dormitories and kitchen.
- Toilet, bathroom and kitchen areas are clean.
- Rooms are cleared of all belongings and rubbish. St Gertrude's Carpeted Hall
- Lights are switched off.
- Windows are closed and curtains drawn.
- All chairs, tables and other equipment used is returned to their original locations.
- Keys are returned to the Group Accommodation Manager. Lost keys are charged at \$10.00 per key.

The Group Accommodation Manager will conduct a final inspection and departure may be delayed if all tasks are not completed. Additional charges may be incurred if the above is not carried out to their satisfaction (\$30.00 per hour).

If you have any questions please do not hesitate to contact the Group Accommodation Manager.



St Gertrude's Bathroom.



St Gertrude's Flat - Kitchen

Phones, Emergency Numbers & Supervision

Please note, only Next G Network mobile phones work within New Norcia and there is no WI-FI.

Public phones are located at the Guesthouse and the New Norcia Roadhouse.

The Group Accommodation Manager can be contacted during office hours Monday to Friday (7.00 am – 3.00 pm) on 9654 8018 / 0429 860 496.

EMERGENCY CONTACT NUMBERS

Police/Ambulance	000
Fire Brigade	000
Hospital (Moora)	9651 0222
Group Accommodation Manager	9654 8018 / 0429 860 496
Maintenance Emergency out of hours number	0400 882 293

Please note: The Emergency After Hours number is to be used only in the case of an urgent maintenance issue (for example, power outage, water leak, gas leak etc) that needs immediate attention.

SUPERVISION

We expect supervision ratios to be no lower than 1:10 (i.e. one responsible adult to every 10 students). Sleeping arrangements should ensure staff are located in proximity to the dormitories being used.

GROUP CONTACT DETAILS

Please provide us with the name and contact number of a responsible adult on site (usually the group coordinator) and the name and contact number of a responsible adult off-site who will be contactable for the duration of your visit (possibly the school principal).

Emergency Response Plan

Please see the St Gertrude's floor plan on page 5 showing the exit points in the event of an emergency. Prior to occupying the college, staff members must be allocated an area to evacuate:

Ground floor

First floor

Second floor

On arrival, guests should familiarise themselves with the Emergency Exits and one person must be nominated as the group leader.

One group member must be designated to contact emergency services using the phone provided and calling 000.

A phone call to the Town Fire Warden **MUST** then also be made on 0400 882 293.

IN THE EVENT OF AN EMERGENCY:

1. Supervise guests to exit the building using the Emergency Exits (follow EXIT signs).
2. Call the Fire Warden on 0400 882 293 and if necessary Emergency Services on 000.
3. Direct all guests to the Assembly (muster) point (hockey oval, at the front of the building)
4. Do not stop to collect any belongings.
5. Direct guests to form into lines and do a head count.
6. Do not re-enter the building.

7. Await instructions by the fire wardens.

Please note it is the responsibility of the group leader to carry out a head count and to ensure the above plan is adhered to. Once at the muster point the following information must be relayed to the Fire Wardens:

- How many people there were in the building and the result of the head count.
- Nature of the emergency – for example, how and where the fire may have started.
- Any additional information that may be of use to the Fire Wardens.

Risk Management Plan

HEALTH & SAFETY CODES

Applicable health and safety codes are adhered to in each venue/activity in New Norcia.

DROP OFF AND PICK UP

Ask your bus driver to park in the back area of St Gertrude's College to start unloading. You will be greeted by the Group Accommodation Manager who would appreciate 10 minutes to welcome your group and discuss guidelines and emergency procedures before you move into the accommodation areas.

ROADS

New Norcia is divided by New Norcia Road, which is a 60 kilometre per hour zone. At times this road can be busy so it is recommended school staff supervise students when crossing from one side of town to another.

In places the surface of the ground around town is gravel which can be slippery and uneven. Please be careful when walking, and avoid running as this increases the likelihood of falling and possible injury. Make sure you wear closed in comfortable shoes for walking around town.

MEDICAL EMERGENCY FACILITIES

All groups should bring their own comprehensive First Aid Kit.

A local ambulance is available to take patients directly to the District Hospital at Moora.

The contact details are:

Moora Hospital

Dandaragan Road, Moora, 6510

Phone: (08) 9651 0222

In the event of minor injuries, your group leader is responsible for dealing with these issues. A member of your group/school will be required to drive the student/guest to the hospital if

required. Therefore it is suggested that your school groups brings a separate car in case of this occurrence.

PUBLIC LIABILITY

New Norcia Services, which owns and operates St Gertrude's College, has Public Liability Insurance with Catholic Church Insurances Limited. A Certificate of Currency can be supplied upon request.

Department trading hours and phone numbers;

New Norcia Roadhouse

7.30 am - 5.00 pm

(08) 9654 8020

New Norcia Hotel

10.00 am - late (Monday - Sunday)

Lunch/dinner, Monday - Thursday: 12-2.00 pm & 6-8.00 pm

Lunch/dinner, Friday - Sunday: 12.30-2.30 pm & 6-8.30 pm

(08) 9654 8034

Museum & Art Gallery

9.30 am - 4.30 pm

(08) 9654 8056

Group Accommodation Contact Details

For further information, or to make a booking, please contact the Group Accommodation

Manager at:

Jody Burness

The Benedictine Community of New Norcia

Phone: (08) 9654 8018

Fax: (08) 9654 8097

Mobile: 0429 860 496

Email: groups@newnorcia.wa.edu.au

Website: www.newnorcia.wa.edu.au