Management Statement Template – Holiday House/Accommodation

*Please fill out this management statement as an information guide that you will give to guests at your property. We have tried to provide you with a starting point for the information to be included under each section, however, you are welcome to add additional information in any section, as it applies to your property.*

*Please remove this page before giving the Management Statement to your guests.*

*Please get your guests to sign the Management Statement and provide details of their next of kin on the last page. Separate this page from the document and ensure that you keep it safe. In the event that an emergency occurs, these details may be required.*

*Please provide copies of this Management Statement (without guest details) to your neighbours so that they are aware guests will be staying at the property and are able to contact the caretaker if they have any concerns.*

MANAGEMENT STATEMENT

**Property details**

House Number: Click or tap here to enter text.

Lot Number (if known): Click or tap here to enter text.

Street: Click or tap here to enter text.

Total number of people that will be staying on site: Click or tap here to enter text.

Dates that guests will be staying at the property: Click or tap here to enter text.

**EMERGENCY CONTACTS:**

Fire, Ambulance, Police: 000

Exmouth Hospital: (08) 9949 3666. Lyon Street, Exmouth.

Exmouth Local Police: (08) 9947 8700

SES: 132 500

Emergency Information: 13 33 37

Shire Rangers: 0428 518 413

**Property Caretaker Details:**

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| Name: Click or tap here to enter text.  Contact number: Click or tap here to enter text.  *This is someone who will be available at all times during guests’ stay and is located in the town of Exmouth (less than 10 minutes drive away). This may be yourself.* |

**Rubbish collection**

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| Bins are collected on a Click or tap here to enter text.  Please put the bin out on the verge the night before.  Please do not put fish offal into street bins, please dispose of this at the allocated fish cleaning stations around town.  Please do not overfill bins and ensure that the lids are fully closed. Corellas and emus love to investigate the bins if they can get into them! |

**Maintenance**

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| If maintenance is required on the property during your stay, please contact the caretaker on Click or tap here to enter text.. |

**Noise**

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| Please keep noise to a minimum between 9 pm and 8 am. This includes music, loud voices, engines and machinery.  If you have any concerns relating to noise, please contact the caretaker for the property and/or the local police. |

**Fire Escape Route**

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| In the case of a fire or other emergency please make your way calmly to the muster point. This is located Click or tap here to enter text..  Please see the emergency plan for details.  A fire extinguisher is located on the property for use, should you need it. This is located Click or tap here to enter text.  Please see the emergency plan for details. |

**Security**

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| When you leave the property for any amount of time, please ensure the doors and gates are closed and locked. |

**Occupant rules**

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| The maximum number of guests allowed at the property is Click or tap here to enter text.. Only those guests booked to stay at the property can do so. Additional people are not permitted to stay.  Any vehicles (cars, trailers, caravans etc.) must not be parked on the verge or street. They must be parked completely within the property boundary. The maximum number of vehicles to be parked on the property is 5 (including trailers).  Please note that parties are not permitted at the property.  Check in at the property is atClick or tap here to enter text.. Check out is atClick or tap here to enter text..  Smoking is/is not permitted at the property. Pets are/are not permitted at the property. All wastewater is to be completely contained and disposed of at an appropriate dump point. |

**What to do in a Cyclone Event**

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| Cyclone season is from 1 November to 30 April each year.  If a Cyclone Alert is issued, this will be communicated through the local radio and TV stations. Tune in to ABC RADIO (1188AM). This will be the main source of information.  The alert will also be shown on the Exmouth Police Station warning sign and lighting towers and the SES Building and Shire Depot.  Up-to-date information can also be obtained by calling Cyclone Watch 1300 659 210 or www.bom.gov.au |

**What to do/what to avoid during Heavy Rain Events**

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| Exmouth is prone to heavy rain events during April. Rain can fall in heavy outbursts which can cause quick flowing water on roads, and often results in large areas of water pooling throughout town.  Roads and other low-lying areas in Exmouth can sometimes flood very quickly which means that access to some places (such as the national park) can become restricted.  During these rain events, you should not attempt to drive through the flood waters as they may be deeper than they appear. Please keep children away from drains and floodways.  Flood waters tend to recede quickly, so don’t panic. Just wait it out and the sun will be back out before you know it! |

Management Statement Declaration Page

*This page is to be kept by the caretaker of the dwelling.*

Property Address: Click or tap here to enter text.

PLEASE SIGN HERE TO SHOW YOU HAVE SEEN THE MANAGEMENT STATEMENT.

Guest Name: Click or tap here to enter text.

Guest Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next of Kin details for guests: *This needs to be someone who is* ***not*** *here in Exmouth with you.*

Name: Click or tap here to enter text.

Contact Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Country & Language: Click or tap here to enter text.