



The Gathering Place



Simply Mindful
CANBERRA MINDFULNESS CENTRE

Information for Guests

The Gathering Place - a place of peace and renewal

Welcome! Thank you for choosing The Gathering Place for your event. Please ensure you are familiar with the important information below.

We are delighted to share this beautiful place of peace, meditation, contemplation, healing, renewal and growth with you. The Gathering Place has been lovingly cared for and maintained for decades as a place of contemplation, renewal and learning and we wish to continue in this spirit. The information below is provided to help you. We appreciate your willingness to respect the Gathering Place and its purpose and to follow the guidelines below. We hope you enjoy your time here.

Acknowledging Country

We are deeply grateful for this land, and the custodianship and deep wisdom of generations of Aboriginal and Torres Strait Islander peoples for thousands of years. We acknowledge and honour the traditional custodians of this land - past, present and emerging and value the continuation of culture. We invite you to do the same.

Lorraine Gatehouse and Meryl Bollard

The Brigidine Sisters established this beautiful space as a convent in the 1950s. We are deeply grateful for the work of Sister Lorraine Gatehouse and Meryl Bollard and their many friends and supporters. Lorraine and Meryl established the Gathering Place in 1994 as a retreat and spirituality centre with a contemplative focus. In 2019 Lorraine and Meryl and the Brigidines invited Megan Layton, and Simply Mindful: Canberra Mindfulness Centre to take on the management and vision for the Gathering Place. This is now the home of Simply Mindful - we are honoured to be here.

What you need to know

Event organisers are responsible for ensuring the safety and wellbeing of all participants whilst using the Gathering Place. Group organisers are responsible for ensuring that all participants are aware of **evacuation and fire safety plans, exits** and conditions of hire.

First Aid

A First Aid kit is located in a kitchen cupboard (see sign with large green cross). Please inform us of any incidents that have required use of these supplies. If you use something substantial, please replace it so that it's available for others or leave a donation to cover the cost. Some items are quite expensive to replace, so your donation will assist us to maintain this service. There is a donation tin next to the first aid kit. Please email: info@simplymindful.com.au

Emergency Information

In an emergency call 000

Street address: 4 Bancroft St, Dickson ACT 2602

Poisons information line: 131126 (24 hours)

Simply Mindful is unfortunately not able to assist in emergencies and is not available 24 hours a day. This is why there is a minimum requirement of 2 people for overnight stays.

Megan Layton can be contacted on 0406375089. This number is not monitored after hours.

Please phone or email us to let us know if there are any emergencies, injuries or other urgent/important issues or maintenance issues during your time at the Gathering Place.

Fire Emergency Services

Ainslie Fire Brigade - (02) 6207 8520 or 000

Fire Extinguishers

There are 7 fire extinguishers. They are located downstairs in the kitchen, outside the kitchen, near the front door, in the garden meeting room and upstairs in the hallway. There is a fire blanket in the kitchen. All bedrooms and the kitchen are fitted with smoke alarms.

Emergency Assembly points and exits

Emergency assembly points, fire exits and fire extinguishers are highlighted in Fire Safety Plan diagrams posted on the wall in every room.

There are 2 emergency assembly points

Please familiarize everyone in your group with these locations

1. **The mailbox** at the front of the building next to Bancroft street
2. **The large double back gate** on the back right corner of the back garden next to the labyrinth, behind the garage. The gate opens into the church car park next door. The double back gate can be pushed open from the inside without a key. It cannot be opened from the outside.

Health and Health Emergency Services

Serious Health Emergencies

For serious illnesses or injuries requiring urgent attention, go to the nearest Emergency Department or **call 000 for an ambulance**. Examples of conditions needing emergency care include:

- severe breathing difficulties
- loss of blood
- suspected broken bones
- head injuries
- loss of consciousness
- severe chest pains
- severe allergic reactions

Calvary Hospital

The nearest emergency department and hospital is Calvary public and private hospital.
Address: Mary Potter Circuit, Bruce ACT (15 minutes drive). Phone: 6201 6111

Canberra Hospital Emergency Department

Yamba Drive, Garran, ACT Phone: 5124 0000 (Approximately 25 minutes drive)

Inner North Walk in Centre – Dickson (the closest health centre)

Open 7.30 am – 10 pm including public holidays (5 minute drive)

No appointment necessary for minor health services

Address: 111 Dickson Place, Dickson (behind Dickson Library at the Dickson Shopping centre)

Belconnen Walk in Health Centre

Open 7.30 am – 10 pm including public holidays (15 minute drive)

No appointment necessary for minor health services

56 Lathlain St, Belconnen (15 min drive)

Heating and Cooling: Please ensure you turn heaters/air conditioners off when you leave.

The Garden room has reverse cycle air conditioning and thermostatically controlled electric wall heater. The heater under the air conditioner is out of use.

The Large meeting room (former chapel) has reverse cycle air conditioning.

The dining room has electric wall heaters with inbuilt fans and there are portable fans available.

There are reverse cycle air conditioning units for heating and cooling in the lounge room and consulting/counselling room

There are 2 reverse cycle air conditioning units in the hallway upstairs. Glass louvers can be opened above each bedroom door to allow air conditioning into bedrooms if needed. Heaters in the bathroom are on a 1 hour timer. They will automatically turn off after 1 hour.

Lockbox

Please return keys to the lockbox using the same code issued. Do not give the code to anyone. Each set of bedroom keys includes front door keys also.

Security and safety

Guests must ensure that all participants behave safely. When you leave, please **ensure heaters, air conditioners, lights and other appliances are turned off and lock all doors and windows**. There

are 4 doors leading into the garden, a back door leading onto the driveway from the kitchen and the front door – **please check that all of them are locked.**

OVERNIGHT STAYS

Option to BYO Linen

If you are bringing your own linen please remember to remove it from the bed and take it with you. Please use both top and bottom sheets to prevent soiling of doona/quilt covers. Please ensure your linen is not mixed up with any Gathering Place Linen.

Using Gathering Place Linen

The beds will not be made up when you arrive. If required you will find a set of clean folded sheets, pillow case, towel and face washer on top of the bed or in each bedroom cupboard.

Linen hire fees are \$20 per person per stay. This option is included in the hire form.

When leaving, please unmake the bed and put all used linen in the laundry basket (located in the laundry downstairs next to the kitchen). Do not include quilt/doona covers in the laundry. Bottom and top sheets must be used by all guests to prevent soiling of quilt/doona covers. Put doonas with matching pillow cases back on the bed in the same way you found them.

Electric blankets are supplied on all beds. Please remember to **switch electric blankets off** during the day and **before you leave.**

Vacuum Cleaners

There is a vacuum cleaner in the hall cupboard between the kitchen and staircase and another in the hall cupboard upstairs outside the bathroom.

Cleaning and cleaning equipment

Bathroom cleaning products are located in the cupboard next to the showers.

Kitchen cleaning items are under the kitchen sink. Dishwasher tablets and tea towels are in the cupboard next to the dishwasher.

*The Gathering Place will negotiate a reduction in price for retreat groups if gardening or other needed cleaning or maintenance work is undertaken during your stay – please ask us.

If you have chosen to clean after your use for a reduced fee, we may still charge an additional cleaning fee if you haven't cleaned well enough.

Please leave the building and grounds clean and tidy and put everything you used back where it came from.

Do not remove any of the equipment, books or materials belonging to the Gathering Place.

Garbage, recycling and compost

Please empty all garbage, recycling and compost bins when you leave, including bins in bedrooms.

We try to do our bit to care for our planet. Please reduce waste. Compost and recycle as much as possible. We appreciate you sorting your rubbish and recycling and ensuring your participants understand which bins to use. Bins are clearly labelled.

Large bins are directly outside the kitchen back door. Bins are collected on Friday mornings.

The compost bin is in the back garden behind the garage. Please only put vegetable scraps and compostable containers (paper) in the compost bin. No meat or processed foods, citrus, plastic or other waste as worms cannot digest these.

Garbage bins are provided in or just outside most rooms.

There is also a green waste bin outside the kitchen door for garden waste – small sticks, leaves, plants etc. This is not for food scraps.

Sister Lorraine and the Gatehouse studio

The Gatehouse studio is not included in any hire or use of the Gathering Place. You may see Sister Lorraine Gatehouse in or around the Gathering place. Whilst she continues to live next to the Gathering Place and has a keen interest in it still, she is not able to assist in emergencies. Please understand that Lorraine, now over 80, has stepped back from her responsibilities at the Gathering Place. If you have any concerns during your stay at the Gathering Place please contact Simply Mindful. If there is an emergency call 000 immediately.

Consulting/Counselling room and waiting room

The counselling and waiting/lounge rooms at the front of the building are not included in any hire of the Gathering Place unless negotiated. These rooms are used on a permanent basis during office hours. Please do not disturb anyone using the rooms. As part of their hire agreement, they will not disturb your activities either. They have shared access to the downstairs bathrooms and kitchen.

COVID-19 requirements

Like many organisations we are undertaking extra hygiene precautions. As part of your use of the Gathering Place you are expected to abide by these. All participants should:

- use hand sanitizer on arrival and observe hand washing and other hygiene protocols outlined on posters in bathrooms and throughout the building. Masks and social distancing are currently encouraged, but optional. There are no longer limits on participant numbers due to COVID-19.
- Participants must not to attend if they become unwell. They should seek and follow the advice of their GP re COVID-19 testing and keep you informed. You in turn must inform us if one of your participants has confirmed COVID-19.
- It is preferable for participants to bring their own water bottle
- Use the dishwasher for crockery and cutlery. Follow the directions on posters in the kitchen regarding cleaning and sanitizing dishes which need to be washed by hand.
- Anyone preparing food must follow hand washing and food preparation guidelines and wear a face mask
- Hygiene requirements and recommendations are changing rapidly at the moment. **It is your responsibility as the group organizer/leader to inform yourself and act on them.**
- Up to date information can be found here on COVID requirements: We really appreciate you taking the time to read this. <https://www.covid19.act.gov.au/>

Please don't hesitate to contact us if you have further questions.

Email: info@simplymindful.com.au or phone 0490354900, Website: simplymindful.com.au

Simply Mindful, March 2022