

**GOSLING CREEK GUEST HOUSE**  
**GUIDELINES FOR GUESTS**  
*and*  
**MAP OF BLOOMFIELD HOSPITAL**

Welcome to Gosling Creek Guest House. The Guest House is located on the grounds of Bloomfield Hospital, approximately 3 Km from the central business district of Orange.

The Guest House offers single, twin share, double and family accommodation. Two fully equipped laundries are also available for guest use. Bathrooms and kitchens are provided on both floors of the building, with dishwasher, microwave and cooking facilities. A television room is also provided.

The Guest House is managed by the Bloomfield Hospital Nursing Administration (Phone: 6360 7716). It primarily provides accommodation facilities for the Department of Health staff attending training courses. However, accommodation is also provided to a wide range of people on a short-term basis only. Payment is required on collection of keys. Rooms are required to be vacated by 10.00am on the morning of departure.

To make the stay of all guests comfortable, we ask you and your visitors to respect the privacy and safety of others. Guests who show disrespect for others, or fail to comply with the guidelines will be asked to leave.

A self-serve continental breakfast is available for all guests. This includes tea, coffee, fruit juice, cereal, bread and condiments. Any personal food items stored in the fridge need to be clearly marked with your name.

***EMERGENCIES/FIRE***

In case of fire, ring 848 on the white phones located on both floors. This will connect you with the Fire Officer of Bloomfield hospital. Give your name and location (for example, Gosling Creek Guest House upstairs kitchen) and the type of fire (electrical, paper, chemical). Fire alarms are activated by smoke detectors in the Guest House. The local Fire Brigade monitors these alarms. **REMAIN CALM, EVACUATE IMMEDIATELY.**

***USE OF ROOMS AND FACILITIES***

- Pets are not allowed on the premises.
- No parts of any building or fittings are to be damaged or defaced. Pictures and posters may be hung from picture rails, but NOT attached to walls or doors with adhesive tape or blue tac.
- Guests are asked to keep facilities such as kitchen, sitting rooms, bathrooms and laundry tidy after use. Please turn off all electrical appliances after use.
- You are asked not to change rooms, after they have been allocated. If there is a problem with your room please contact the staff at the Bloomfield Hospital Nursing Office.
- No furniture should be moved from one room to another, or to any other area of the Guest House. Guests are liable for any damage caused to the Guest House.
- Persons under 18 must be accompanied and supervised by a responsible adult.

***SECURITY***

- Guests are reminded that Bloomfield is a psychiatric hospital. Patients of Bloomfield Hospital are not permitted inside the Guest House under any circumstances.
- The front door of the Guest House should remain locked at all times.
- Guests should comply with the hospital speed limits.

- The security of personal belongings is the responsibility of guests. Management takes no responsibility for items that are lost or stolen.
- Guest's belongings cannot be stored during absences from the guesthouse.

### **TELEPHONES**

- A public telephone is located downstairs in the foyer, next to the veranda door. The cost of a local call is 40 cents.
- The white telephones located on each floor are for internal hospital calls. Calls can be received on this phone (026360 7737). Please remember that other guests may also be expecting calls.

### **SMOKING AND ALCOHOL**

- Drugs prohibited by law are not to be used on the premises.
- Smoking is not permitted within the hospital grounds in accordance with NSW Department of Health Circular 99/76. Smoke detectors are installed in all rooms. First offence will attract a fine; second offence will attract eviction.
- Intoxicated guests will be asked to leave.
- It is illegal for persons under the age of 18 years to be supplied with, or consume alcohol.

### **MAINTENANCE**

- As part of our maintenance program all rooms are checked on a regular basis. However, please feel free to contact the Bloomfield Hospital Nursing Administration to report any issues (716 on white phone).

### **KEYS**

- Take your keys with you when you leave your room, eg going to the bathroom.
- If your keys are misplaced/lost please contact Nursing Administration Extension 716 white phone.
- There is a \$10.00 fee for key replacement/loss.

### **WEEKLY GUESTS**

- Guests staying on a weekly basis are expected to supply their own toiletries. Towels and bed linen are supplied weekly. Rooms are serviced on Fridays.



# Bloomfield Hospital

