



Event Information Booklet

Event Basics

What: A sleepover for Girl Guides under the stars at Luna Park! Guides will develop their confidence and independence while creating lasting memories, trying new things, and making friends with Girl Guides from across the State.

Who: Girl Guides aged 10-17, and their Leaders

When: 6:30 pm Saturday 4 to 9:30 am Sunday 5 May 2019

Where: Luna Park, 18 Lower Esplanade, St Kilda

Cost: \$90

Includes:

- A night full of carnival rides
- Dinner, supper, and breakfast*
- Exciting activities never seen at Snoozefest before!
- Dedicated 14+ areas and opportunities

* Dietary requirements must be listed as part of the registration process, or they will not be catered for.

Registrations:

Event registration and payment will be online via the [Girl Guides Victoria website](#). Payment must be made at time of registration.

Please note that **youth registrations will close at midnight on Monday 8 April**, or sooner if the event reaches capacity. We highly recommend early registration for this event, as it historically sells out. This is a very large State Event and the volunteer team planning the event will need the time between registration closing and the event to focus on the program delivery. **Absolutely no late registrations will be accepted.**

More information:

For event enquiries and assistance with registration, contact support@guidesvic.org.au

Event Basics

Adult Expressions of Interest:

All adults wishing to attend Snoozefest 2019 are required to complete an [online Expression of Interest](#). This asks a variety of questions to help the organising committee understand their skills and abilities. Leader Expression of Interest will close on Wednesday 10 April at 5.00 pm. No late expressions of interest will be accepted.

Leader selection will be based on the number of Guides registered, their location, and the event needs. All Leaders who fill in an Expression of Interest will receive an email by 15 April to advise them if they have been offered a place. Successful Leaders will have until 11.59 pm on 24 April to complete the online registration using a link provided in the email. If Leaders have not registered by this date, their place at the event may be offered to another Leader.

Snoozefest at Luna Park Rules

To make sure we all have a safe and happy time, all participants should abide by our simple event rules:

1. Always treat others as you would like to be treated
2. Follow any instructions given to you by Luna Park staff and Girl Guides Victoria Snoozefest team (in hi-visibility vests)
3. Abide by all Luna Park Terms & Conditions and signage, and do not climb fences or enter areas where rides are not in operation
4. Be supportive of others who may be challenging themselves to try something new and feeling a bit scared

Luna Park Ride Terms & Conditions

To keep everyone safe at Luna Park, each of the rides have height and health restrictions. Please read the signs beside each ride carefully to make sure you can jump aboard without any concerns!

The restrictions below are in place for all rides at Luna Park Melbourne:



**Plaster casts
or injured bones**



**Back or neck
injuries**



**Heart
problems**



**Recent
surgery**



Pregnancy



**High Blood
Pressure**

Conditions of Attendance

All participants must be current members of Girl Guides Victoria and be registered for the event. All participants **must be at the event from 6:30pm Saturday until 9:30am Sunday**. For safety and security reasons we cannot accommodate late entries or early departures.

All participants must adhere to the event rules and Luna Park Terms and Conditions for park entry and rides. These can be found on page 11 of this booklet.

Supervision and Security

Guides attending Snoozefest at Luna Park will be supervised by over 50 Girl Guide Leaders who all have current Police and Working with Children Checks. These Leaders are overseen by the Leader in Charge and the Snoozefest 2019 organising team.

In addition to Guiding volunteers, a team of Luna Park staff and managers will be in attendance at all times to operate the rides, serve food, and be ready to assist if there is a need at any stage.

The gates will be locked during the event between 7:30 pm and 9:30 am. No one will be permitted entry or exit during this time, except in the event of an emergency or for Guides aged 14+ who choose to participate in a dawn walk along the esplanade. They will be accompanied by adult Leaders and an off-duty PSO officer.

Luna Park's security company will complete scheduled external security checks throughout the night.

Arrival & Departure

Sign-in on Saturday

Sign-in will take place between **6:30 pm and 7:30 pm on Saturday 4 May**. Guides will need to gather in their Unit/District groups in the area outside the Luna Park entrance. Once the full group has arrived, they will proceed to sign-in together. Each Guide will need to be holding her own Health Form, and any medication that needs to be handed in. **Guides will not be permitted entry without an up-to-date health form.**

Due to limited space, parents are asked to say their goodbyes as soon as Guides join their Unit/District. Parents will not be able to access Luna Park.

Sign-out on Sunday Morning

Sign-out will be at 9:30 am. After this time all Guides will be in the care of their parents or allocated Leader.

All Guides will be required to be signed out by their parent or Leader at the entrance gate before leaving the Luna Park area.

Parents will not be allowed to access the Luna Park grounds.

Health and First Aid

There will be a fully qualified First Aider on duty at all times in a dedicated First Aid room.

Girl Guides Victoria relies on the information from a Guide's profile on our database regarding medical and developmental support needs to plan staff ratios at events. Please ensure this information is up-to-date. It is available on a Guide's profile when logged-in to the [member section of the website](#). The volunteer First Aid team will be reviewing all registered Guide profiles prior to the event and will phone parents to discuss health or developmental needs in the week prior to the event if required.

Girl Guides will make every possible effort to accommodate a Guide's physical and mental health needs, or special support required, for this event. Any atypical requirements need to be disclosed and discussed with the event team prior to the event. In line with our duty of care obligation to all Guides, if a Guide arrives at the event with a support requirement for which the volunteer staff have not prepared, or for which the volunteer staff cannot cater (for reasons of supervision ratio or training), the Guide will not be able to join the event.

A Health Form will be emailed to all youth participants prior to Snoozefest. This must be filled in within 24 hours of Snoozefest, and handed in upon sign-in. No Health Form = no entry.

Upon sign-in, your Guide must provide the event First Aider with a copy of their current plan for any medical condition listed on the Health Form (e.g. asthma management plan, anaphylaxis management plan etc.).

All personal medication (except asthma puffers and Epipens) must be:

- Handed in upon sign-in (this includes analgesics like paracetamol and ibuprofen)
- In its original packaging in a snap-lock bag clearly labelled with: Guide's full name, Unit, and dosage instructions
- Itemised on the Health Form

Medications handed in will be available for collection from the First Aider from 8:30 am on Sunday. Please note that Girl Guides Victoria volunteers are not permitted to issue any medication to participants without the consent of their guardian.

If you have any questions, require wheelchair access or other support please contact us at support@guidesvic.org.au as soon as possible to make arrangements. We will be happy to help!

Parent Contact During the Event

If parents/guardians require an urgent emergency message to be given to their Guide please call the Leader in Charge Rachel Sutton on 0401 241 481. If your Guide carries a mobile phone please refrain from contacting her during the event as it may cause her or other Guides to become homesick.

Portable electronic devices & mobile phones

Girl Guide events are great opportunities to spend time with friends, get to know others, and enjoy all the amazing experiences on offer. We strongly encourage Guides to think about whether devices are needed for this event, and acknowledge that GGV can't take responsibility for their safekeeping.

If Guides do have electronic devices, Girl Guides Victoria recommends the following:

- When participating in activities, phones are put away
- Cameras are not used in sleeping areas or bathrooms
- Permission is always sought before photos are taken
- All posts are made with respect to our Guide Law to "respect myself and others"
- Remember that all common social media platforms require participants to be 13 years of age

Event photographers will be posting with the hashtags #guidesvic and #snoozefest. With the above guidelines in mind, Guides can also share photos on Facebook and Instagram so that we can follow all the fun!

In light of today's ubiquitous availability of cameras and social media choices, Girl Guides Victoria cannot monitor and are not liable for any photos youth share.

If you have any questions regarding this, or if there are specific legal issues regarding custody or safety with respect to photos, please contact guides@guidesvic.org.au.

Weather Plans

As with every Guide event, a lot of risk assessment and planning has gone into the preparations for Luna Park Snoozefest. Measures have been put in place to ensure that Guides and Leaders are as safe as possible.

To prevent any of our members from being in a dangerous situation, **Snoozefest 2019 will be cancelled OR postponed in the event of heavy rain or strong winds.**

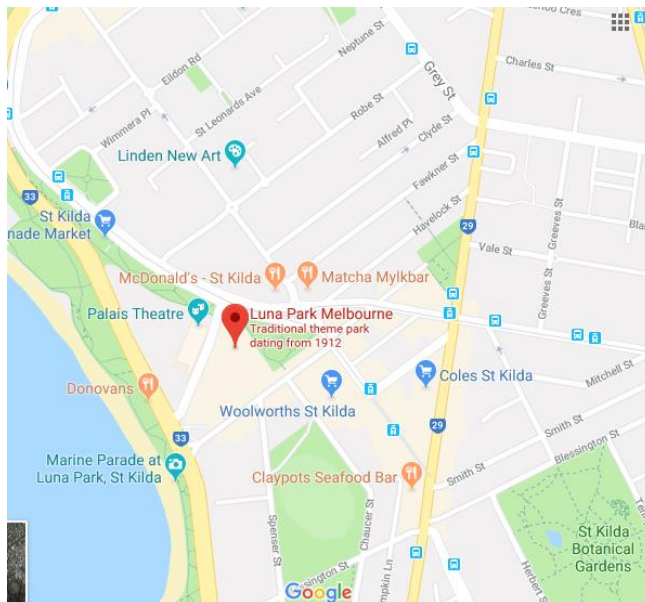
This call can not be made until sufficient weather information is available. A decision will be made by Wednesday the 1st of May.

Participants will be contacted via email and text message if the event has been cancelled or postponed.

Full refunds will be available if any participant cannot attend Snoozefest due to cancellation or postponement of the event by Girl Guides Victoria due to poor weather.

Transport

Guides and Leaders are encouraged to travel to Luna Park Snoozefest to by **public transport** to reduce congestion around Luna Park, and streamline the entry and exit process.



PARKING

Parking surrounding Luna Park in car parks and on street are at **council rates**. **Council Parking Rates** are \$12.30 daily rate until midnight (or \$5.10 per hour). The **Palais Theatre** on Jacka Boulevard also has parking at council rates. The **St Kilda Sea Baths** on Jacka Boulevard have undercover parking available. Check closing times.

TRAM

Stop No. 138 - Luna Park/The Esplanade (St Kilda)

Tram 16 – Melbourne University to Kew via St Kilda Beach

Tram 3a – Melbourne University to East Malvern (via St Kilda) WEEKENDS ONLY

Tram 96 – East Brunswick to St Kilda Beach

TRAIN

Take the **Sandringham Line**. Get off at **Balaclava Station** – Cnr Carlisle Street & William Place, Balaclava. Take **Tram 16** to Acland Street – **Stop No. 138 - Luna Park/The Esplanade (St Kilda)**.

BUS

Route 246 – La Trobe Uni – St Kilda – Elsternwick

Route 600/922/923 – St Kilda Light-Rail Station to Southland Shopping Centre

Route 606 – Port Melbourne to St Kilda

Route 623 – Glen Waverley to St Kilda

Bedding

At Luna Park Snoozefest we will be sleeping under the stars!

All participants have the option to bring either a **Swag** or a **Bedroll**.

Swags

If your Guide has access to a swag that she is able to carry and bring to Snoozefest, she is encouraged to bring it. Keep in mind that Luna Park is concrete, and there will be nowhere to 'peg out' a swag. Test your swag before Snoozefest to ensure that it is usable without pegging.

It is **not** required that you purchase a swag specifically for this event. The alternative option is making a bedroll.

Bedrolls

To ensure the comfort and safety of the girls, it is essential that they bring the correct bedroll.

Bedrolls must consist of:

- **Large tarp** – Must be twice as large as the bedding. This tarp acts as a barrier between the Guide's bedding and the ground. It needs to be large enough so that the edges can roll up to protect the side of the bed.
- **Sleeping mat or self-inflating mattress** – The sleeping area is mostly concrete, so a good mattress provides important comfort. Any inflatable mats must be able to be inflated by the Guide herself.
- **Good quality sleeping bag** – Good quality with a -5 degree rating. Avoid cheap or poor quality sleeping bags as they will not be warm enough.
- **Blanket** – A wool blanket is the warmest. The blanket should be large enough to wrap around the Guide completely.
- **Pillow case or small pillow** – To reduce the size of the bedroll it is recommended that Guides stuff clothes into a pillow case, or use a small blow up pillow.
- **Space/emergency blanket** – A very thin, light weight plastic/foil sheet that is highly effective at trapping body heat and can be used around a sleeping bag for extra warmth and to provide a waterproof top layer. They are approximately \$5 from camping stores and in the first aid section of some pharmacies.
- **Extra tarp** – This tarp will be used as a cover over the top of the Guide and her bedroll. It needs to be large enough to cover the full length of the bed, but not as large as the bottom one.

All of this needs to be rolled up as tight and compact as possible, with the largest tarp acting as an outside waterproof layer. Please speak with your local Guide Leader if you have any questions.

What to Bring (Kit List)

Regardless of the weather forecast, you **must bring everything on the kit list.**

In a bag your Guide can manage herself:

- Health form – **No Health Form = No entry**
- Waterproof jacket with a hood
- Warm jumper (or two) – wool or polar fleece
- Full change of warm clothes
- Thermals (recommended)
- Beanie and scarf
- Toothbrush, toothpaste, & face washer
- Personal first aid kit – insect repellent, Band-Aids, and tissues
- Torch & spare batteries – head torches mean free hands for activities!
- Drink bottle
- Plastic or metal mug
- Pen or pencil
- Plastic 'sit-upon' (small square of tarp or plastic to sit on)

Make sure everything
is clearly named!