



Waterford & South Tipperary Community Youth Service

Woodstown Residential & Activity Centre

(X91 FX29)

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Woodstown Residential and Activity Centre Information Pack 2026



Introduction:

Woodstown Residential and Activity Centre (WRAC) provides high quality and affordable residential facilities for groups and organisations working with young people. The Centre is situated on the beachfront around 13 kilometers from Waterford City – it offers tranquility and privacy in a quiet rural area, and is set on 2 acres of its own grounds.

The Centre operates on a self-catering basis, and has bunk-bed type accommodation for up to 32 people. There is a fully equipped kitchen, a large dining room, a living room and a TV/Training room with a fireplace. Heating is oil-fired, and there are 4 showers for guests.

Groups who hire the premises are responsible for the supervision of the people who stay at the Centre. All groups who use the premises are expected to leave the Centre clean, tidy and ready for the next group, with all utensils and equipment back in their correct places.

WRAC is non-profit making and all proceeds from the hire of the premises are used to maintain and develop the Centre.

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Pricing, Booking Procedure and Registration Book

A. Pricing

The cost is €168 per night for up to 14 people, which is the minimum charge. Every person after that is charged at an additional €12 per person per night, up to a total of €384 when 32 people stay for a night.

*(Please note that arrival time is after **4pm**, and departure time is before **12 noon** on the day of departure)*

WRAC can supply clean bed linen sets (pillow case, duvet cover, bed sheet) for the night, once it is ordered on the Booking Form, which is charged at €5.00 per person per stay.

The premises can also be hired for a day at a rate of €84.00. *(Times can be discussed)*

B. Booking Procedure

All bookings will be done through the reception desk at Waterford and South Tipperary Community Youth Service (WSTCYS), 051-309364, woodstownbookings@wstcys.ie

Each group must fill out a Booking Form, and return this with a deposit of 50% of the Invoice (based on the Booking Form) or min €168 (for one-night stay). **Until this is completed, the booking is NOT confirmed.** Dates will be made available to other groups until the deposit is received.

Please make your Cheques payable to WSTCYS, or use EFT details

Electronic Fund Transfer (EFT)

Account name:	WSTCYS – Regional Account I
Bank:	AIB, 72/73 The Quay, Waterford
BIC:	AIBKIE2D
IBAN:	IE53 AIBK 9342 7580 7130 90
Reference:	Your Invoice No

and the postal address is:

**Woodstown Residential and Activity Centre
c/o Reception,
Waterford and South Tipperary Community Youth Service,
Manor Street Youth and Community Centre,
Manor St.
Waterford.
X91TY8N**

C. Registration Book

All groups must fill out the registration book, which they will find just inside the entrance at WRAC. Please include the names of all young people and leaders who attend the premises.

What to bring with you and what is supplied?

A. What to bring with you

- Sleeping bags
- Pillow cases
- Toiletries and personal towels
- Toilet rolls
- Soap
- Washing up liquid, detergents
- Tea towels and cloths
- Kitchen roll, tin foil, cling film
- Refuse sacks
- Cooking oil
- All of your own food, including sugar, sauces, salt and pepper etc.
- Coal, wood, firelighters (if you want to light the fire)

NB. Please note carefully the Fire Instructions Notice and General Fire Precautions Notices

B. What is supplied

- Pots, pans, kettles, teapots, cooking utensils
- Microwave, oven, hob, toasters
- TV and DVD Player
- 2 fridges and 1 large freezer
- Bunk beds
- Fire pit suitable for a BBQ in the grounds
- Delph and cutlery
- Dishwasher
- Hoover, mops, buckets and sweeping brushes
- WRAC can supply clean bed linen sets (pillow case, duvet cover, bed sheet) for the night, once it is ordered on the Booking Form, which is charged at €5.00 per person per stay

Child Protection Policy

CCTV is in operation in the Centre.

Where any group/organisation is using the Centre and has participants who are under the age of 18 years and/or vulnerable adult users, it is the responsibility of that group/organisation to have in place Child Protection/Safeguarding statements, policies and procedures, and to ensure the operation of same while using the Centre.

Appliances

A. Kitchen Appliances

Operating instructions are available on the walls of the kitchen for all of the appliances

B. Hot Water

If the heating is on, the water is automatically heated.

Otherwise, there is an immersion switch next to the hot press in the TV/training room which will heat the water in around 20 minutes.

C. Heating

The heating is controlled by a small switch high up on the wall next to the freezer. You can set the heating using the timer switch.

D. Showers

There are instant electric showers. Just pull the cord and turn them on.

E. TV and DVD

Just turn them on using the remote controls.

Cleaning Policy

You will be receiving the premises in a clean, tidy condition. As we operate on a non-profit basis, we expect that you will clean up thoroughly after your group uses the WRAC, and **return the premises in the same condition that you received it.**

We don't have cleaners, so if there is a need to clean up after your group, the full cost of a cleaning service (€100) will be added to your invoice.

Accidents and First Aid Kits

There are blank accident report forms available in a folder in the dining room. If an accident occurs, please fill out a form and return it to WSTCYS **immediately** or within 24 hours at the latest.

Each group is expected to bring their own first aid kit(s) with them.

In an emergency, a two fully stocked first aid kits are available in the building in a locked, wall mounted cabinets to which the group leader only will have access. Each group is expected to have a sufficient number of First Aiders, with up to date training, to respond to the needs of the group.

Insurance

Every group must have their own insurance to cover them for their stay at WRAC. It is a requirement that each group provides a LETTER OF INDEMNITY from their insurance company stating that the 'WSTCYS at Woodstown Residential and Activity Centre, Woodstown, Co. Waterford' is indemnified. This is a CONDITION OF BOOKING, and no booking will be confirmed until this letter is received.

Emergency Phone Numbers

**In the event of any emergency:
Dial 112 or 999 for Police, Ambulance or Fire Brigade**

You will be asked to provide the following information:

- The exact address of the incident or emergency and any noticeable landmarks nearby
 - Directions to the scene of the emergency
 - The telephone number you are calling from
 - Details on the incident itself, the number of persons involved, the description of any visible injuries and knowledge of any pre-existing medical conditions
-

Waterford University Hospital, Ardkeen, Waterford: 051 848000

Caredoc, Waterford: 1850 334 999

Local Police Stations:

- Passage East – 051 382211
- Waterford City – 051 305300
- Dunmore East – 051 383112

Tramore Sea and Cliff Rescue: 112 or 999

Coastguard: 112 or 999

Saratoga Pub (next door): 051 382113



WATERFORD AND SOUTH TIPPERARY COMMUNITY YOUTH SERVICE

Woodstown Residential and Activity Centre, Co. Waterford

Tel: (051) 309364 email: woodstown@wstcys.ie

Fire Instructions

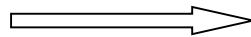
If you discover a fire

- Raise the alarm using the nearest Break Glass Unit
- Ring the Fire Brigade from the nearest phone: Use emergency numbers 999 or 112, **and ask for Waterford Fire Service** – or dial the Waterford Fire Service directly at 051-849982
- Alert management and staff
- Attack the fire with a suitable extinguisher only if safe to do so

On hearing the fire alarm

- Leave the building immediately using the nearest available exit
- Close all doors and windows, checking that nobody is left behind
- Do not allow anyone to re-enter the premises for any reason
- Determine the location of the fire if possible
- Assemble at the designated Assembly point:

Assembly point – Outside in car park



**Marked by green
signs**

REMEMBER

- **DO NOT** stop to collect anything
- **DO NOT** open the door if you think there is a fire on the other side
- **DO NOT** re-enter the building until you are told to do so



WATERFORD AND SOUTH TIPPERARY COMMUNITY YOUTH SERVICE

Woodstown Residential and Activity Centre, Co. Waterford

Tel: (051) 309364 email: woodstown@wstcys.ie

General Fire Precautions Notice

Fire Safety Rules to be observed by all Staff and other Users

(This notice is to be displayed as a reminder to staff of the fire safety rules to be observed in the Centre at all times)

DO

- Keep fire doors shut at all times, and keep doors generally closed where possible
- Keep final exit doors and escape routes free from obstruction at all times
- Report all fires, no matter how trivial, to the Fire Safety Manager
- Report any defective fire protection equipment to the Fire Safety Manager
- Read and take note of the emergency procedures for the premises
- Correctly dispose of all waste materials in non-combustible waste bins and ensure that such bins are emptied frequently
- Use cooking equipment safely
- Correctly turn off all portable or mobile space heaters at night
- Smoke only in designated locations outside the building and extinguish cigarettes in an appropriate container
- Take extra care when using flammable materials

DO NOT

- Wedge or hold-open any fire door, or remove any self-closing device
- Store goods or waste materials in stairways or other designated escape routes
- Tamper with any of the following life safety equipment or systems: Fire Detection and Alarm System, Emergency Lighting System, Fire Extinguishers.
- Remove fire-fighting equipment from their designated locations
- Tamper with any electrical or gas equipment in the building
- Use any unapproved portable or mobile space heating appliance in the building
- Use any approved portable or mobile space heating appliance in an escape route or public space
- Bring anything into the premises which is considered a fire hazard

Keys, Alarm Codes and Maps

A. Keys

The keys can be collected from the reception desk in the WSTCYS reception in Manor St. in Waterford city, or by arrangement with the youth worker.

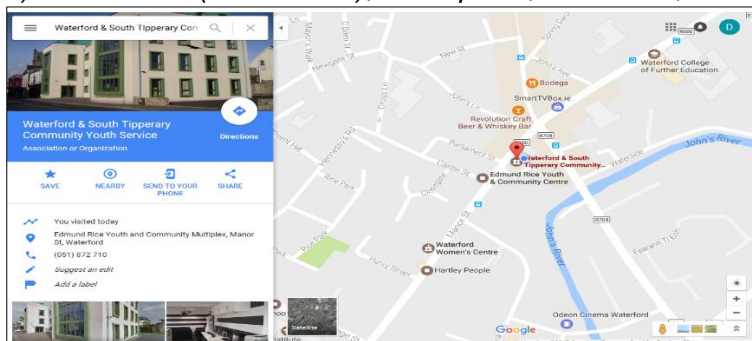
When you're finished, you'll need to drop the keys back to the same office. If you're bringing the keys back at a time when the office isn't open, there is a post box with a small round key hole 2 meters to the left of the main door on the outside of the building. Please drop the keys back there.

B. Alarms

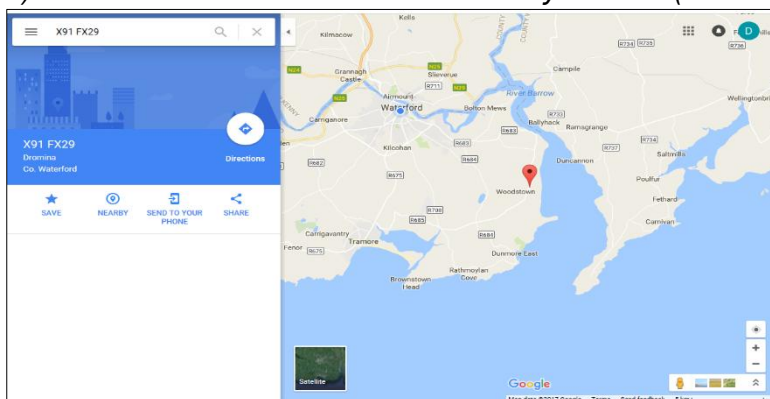
You'll be given an alarm code, which is changed regularly, when you collect the keys.

C. Maps

a) *WSTCYS (X91 TY8N), Reception, Manor St, Waterford*



b) *Woodstown Residential and Activity Centre (X91 FX29), next door to the Saratoga Pub;*



Woodstown Flood Defence Policy

Woodstown Flood Defence Policy applies in the event of a danger to the people or to the premises at WRAC, due to adverse weather.

The following conditions are particularly relevant, and will inform the triggering of the implementation of the flood plan:

- Prolonged and persistent rain spells
- Ground water saturation levels in neighboring fields (visible water)
- High winds presently or forecasted
- Hide tide due
- Met Eireann weather warning system of Yellow, Orange and Red Alerts

We will alert any groups who may have made a booking as early as possible if it is decided to erect the Flood Defence Barriers. In the event of booking cancelation, we will reschedule with groups if possible.

And a few other things that you'll need to know!

A. Recycling

We follow a recycling plan with our rubbish –

There is a bottle bank for **glass** in the car park of the Saratoga pub next door to the Centre;
The **blue bin** is for paper and plastic only;
And the **black bin** is for everything else.

The corresponding internal bins are clearly marked.

B. Breakages and damages

Please let us know if there were any breakages or damages, or if anything isn't working as it should. If your group does break / damages something, then we will charge you for the damage on your invoice.

C. Fires

Use the purpose-built area designated for fires at the far end of the grounds, and make sure that you fully quench any fires that you may have lit. Please read the FIRE NOTICES carefully.

D. Dormitory Rules

Please don't bring any food into the dormitories.

Wash all sand of your feet using the tap area outside the main door before coming into the dorms.

E. Emergency exits

There are 3 emergency exits, one in each of the dormitories and one in the living room. Please only open these in the event of an emergency. These are connected to the alarm system – to stop the alarm, simply close the doors again.

F. No smoking

We operate a complete no smoking policy, so please don't smoke in the building or on the grounds

**Thanks for reading the Information Pack, and we hope
that you enjoy your stay!**