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<b><i>Important</i></b>
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**Before you towing the caravan check the following...**

- Trailer brakes are set correctly, **HAND BRAKE OFF**, locking flap off.
- Jockey wheel raised, pointing upwards, and locked.
- Front box lid is secured.
- Servery flap is secured inside and outside.
- Cube boxes, controls and seats in cabin are locked in place.
- Boxes on back shelf closed and against the walls.
- Rear safety rails are in place and doors secured.
- Rear support leg jacks removed and stored.
- Cabin doorstep raised.

**Parking the caravan when not in use...**

- Make sure the **TRAILER BRAKES ARE OFF**. (The trailer brakes might not release properly if left on for a long period of time.)

<p><b>Braking system.</b> It is possible to tow it with the handbrake on, and it will just seem to be rather heavy. However doing so will definitely damage the tyres, the brakes, your reputation and more.</p>
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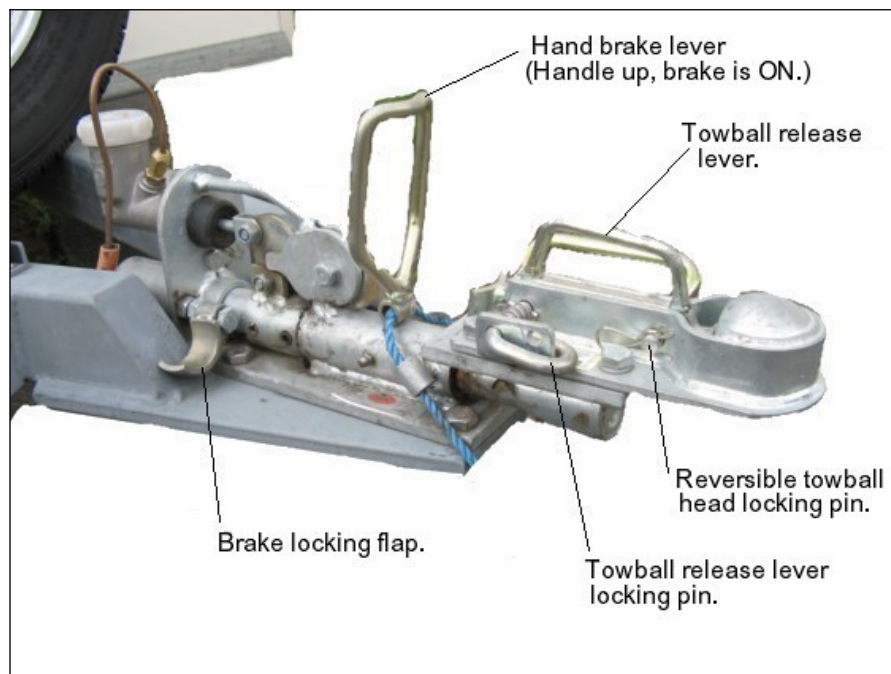
<p><b>Tow bar weight.</b> Loaded weight, measured Nov 2009, was 1060 Kg ( 950 Kg attached to towbar ), so towbar weight was 110 Kg.</p>
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**Report any problems to the Equipment Officer.**

### **General notes**

1. The padlocks on the caravan use two different keys and the caravan door has its own key. The club storage container has a combination lock.
2. Use **fridge magnets** to hold up notices. (The walls are colour steel, so magnets will stick to them.)
3. You can feed normal 240volt power into the cabin by plugging an extension lead into a power plug in the rear right-hand storage box compartment. There are two standard three-pin power plugs underneath the serving bench.
4. The caravan is stored in the open at Phillip & Jane Herries, 15 Morley Road (off Pakowhai Road), Hastings
5. Always check with the equipment officer before moving the caravan or taking/borrowing gear from the caravan.

### **Towbar**



1. The towbar can fit either imperial or metric towballs. Check the reversible head is setup correctly for your towball.
2. A braking system is built-in.
  - It can be locked on with the handbrake lever. Pull up and forward to lock on, push back and down to release. (If the lever is vertical the brakes are on.)
  - It can be locked off with the hinged flap. (It might be necessary to lock it off when reversing the caravan up steep/rough areas.)
3. Ignore the blue rope, it doesn't exist any more.

**Rear support legs**



1. The original rear support legs have been replaced by jacks..
2. The jacks, jack-handles and blocks of wood are stored in the bottom of the right-hand side of the rear storage compartment.
3. Place the jacks as shown in the picture..

### **Severy hatch-cover**



1. Opening....
  - Release the outside screw buckles
  - Release the inside hook
  - Swing the main hatch-cover up
  - Swing the side-wings out and swing the supports on the top of the side-wings up into position.
  - Lower the main hatch-cover so as the supports on the top of the side-wings slot into the groove in the main hatch cover.
  - Lock the main hatch cover to the side-wing supports with the latch clip
2. Closing....
  - (reverse of opening)
  - Be CAREFUL, do not drop the main hatch cover onto the side-wings, the top corners of the side-wings could put a hole through the main hatch cover.
3. **Warning**....
  - The bottom outer corners of the side-wings could hurt a small persons head.

**Rear doors / storage area**



1. **Press** on the door **frame** beside the bolts, to release pressure when opening/closing the door bolts. (Do not press on the centre of the door, it will only put more pressure on the door bolts.)
2. Make sure the **two rear safety rails** are in place before driving off. (The doors are not strong enough to hold the load if it all starts shifting backwards)
3. The four compartments...
  - (1) Spools of tape, 2 x start triangles, bucket of pegs and a mallet, hazard board, 2 x blackboards, white board, 2 x chairs (boards and table secured with bungies.)
  - (2) Bottom section: Generator and petrol at back, small table, start triangle, bucket of guy ropes.  
Top section: Caravan awning and extensions tarp.
  - (3) 2 x large signs stowed feet forward so don't puncture doors, 3 x large plastic tables stowed handles to rear please, 1 x small plastic table for a snug fit.
  - (4) Toilet and toilet tent, spade, loo paper holder, bucket with hand wash and loo paper hidden behind the two folding aluminium tables ( can also be used as steps to cross fences.). Wooden blocks and jacks for supporting the caravan (see Rear Supports Legs note). Electric power connection also in here. (2019, The battery has been removed.)
4. The rear safety rails can be stored in the outside bottom groove of the door frame, or, on windy days, can be used to support the doors by sliding them vertically through the brackets on top and bottom of each door.
5. There is a power point plug on the wall above and behind the loo that feeds power to 2 3pin power boxes under the cabin bench. It is designed for 240v.

Notes

- Water containers should be kept in the main cabin.
- Club banners are kept in the main cabin.
- Gazebos are kept in the main cabin.

**Front storage box**



1. The upper compartment is for the small signs, sign stands, wood blocks for raising towing vehicle, plus for awning and loo. (Nothing that needs to be dry)
2. The lower compartment is only for electric fence standards. (Normally you get at the things in this compartment through the hatch on the leftside, however you can also lift out the centre section of the floor of the upper compartment if necessary.)

Notes

- Remove signs from sign stands before storing them.

### **Inside the cabin**



(a) View forward from door      (b) View to rear from door.      (c) View to rear from servery

1. Cube boxes for control flags are on leftside, forward of the door.
2. Cube boxes for clocks, pens etc., etc., are on leftside to the rear of the door.
3. Plastic A4 size boxes sit on the rear bench area, pushed against the walls when travelling.. They hold the clipcards, plastic bags, event registration sheets, start time sheets, club library etc.. Don't leave other loose objects on the shelf when travelling.
4. Stools are strapped under the servery bench.
5. The clock should hang permanently near the door. (Even while travelling.)
6. If the servery hatch-cover is secured properly then inside the cabin should be dustproof.
7. Controls slide through the slots in the control rack. There are normally 66 numbered controls and 4 unnumbered controls.
8. Drinking water containers on the floor.
9. Gazebos strapped upright.

### **Gazebos**

The gazebo's are stored upright in the main cabin, securely strapped in as shown below. Banner flags, poles and toilet tent poles are in behind the gazebo's.



### **Caravan Awning**

1. Slides along the grooves on the leftside of the caravan.
2. The awning is on the shelf in the middle of the rear storage box.
3. The awning ropes and pegs are in the rear storage box.
4. The awning poles are in the front storage box.
5. Attach the awning by sliding the top section into place first then slide each side down from the top.
6. The awning roof is supported by three roof poles that latch on to special holders on the caravan. Hold each roof pole against the side of the caravan and the top end of the pole will slip easily into the holder, then rotate out and up. Do **not** force the connection, it will slip in easily if you get it right. Similarly, when removing the poles, swing them down and in very close to the side of the caravan before lifting the top end out of the holder.
7. There is also an awning extension with separate poles to close off the front of the awning in bad weather.

### **Technical stuff**

1. Tyre pressure....
  - Main wheels 55 psi
  - Jockey wheel 30 psi
2. Outside width.... 1.97m ((Cabin 1.91m) + (Hatch-cover 0.06m))
3. Outside length... 4.13m ((Cabin 2.72m) + (Frontbox 0.41m) + (Towbar 1.00m))
4. Outside height... 2.54m ((Cabin 2.06m) + (Wheelarch 0.48m))
5. Empty weight... ?
6. Loaded weight... Standalone 1060 Kg  
On towbar 950 Kg (gives towbar weight of 110 Kg)  
(Weight measured November 2009 on a large 4x4.)

### **History**

- The caravan was custom designed by club members and made by H.B.Caravans in July-September 2007.
- Painting and signwriting were done late December 2007.
- It replaces the first club caravan which was bought second-hand in December 1980 for \$450 and modified for \$50, for club use.
- Cost of this caravan, approximately \$18000.
- Stronger tyres were added, July 2011.
- Brakes needed major repairs, January 2018.

### **Finally**

- Keep in mind that this is a mobile event centre, not a mobile storage shed.
- Seldom used gear is stored in the club container at the Herries.