



# Don Bosco Camp Booking Form and Hire Agreement

Australian Camping Association Inc. Standard Form



This agreement is made between Don Bosco Camp (hereinafter called the Campsite) and .....(hereinafter called the Group) and sets out the terms and conditions of the hire of the campsite for the period detailed below.

**AGREEMENT:** The payment of a deposit by the Group constitutes an agreement to hire the use of the facilities from the Campsite.

**DEPOSIT:** A deposit of 20% of the total cost of the camp must be returned with this form to confirm your booking. This deposit includes a non-refundable portion of \$100. The minimum charge for a camp is for 35 people.

**PAYMENT:** Full payment is required prior to the commencement of the hire. If necessary, any additional expenses incurred (extra campers, breakages, etc.) will be invoiced and payment is requested within 14 days

**LIABILITY:** Don Bosco Camp and its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities.

**CANCELLATIONS:** In the event of a cancellation, the booking fee of \$100 is not refundable. The balance of the deposit is refundable if more than 90 days notice of cancellation is given. The full deposit is forfeited if less than 90 days notice of cancellation is given.

In the event of a cancellation by the Campsite, the Campsite shall use its best endeavours to obtain for the Group a Campsite of equivalent standard; the Group shall be entitled to a full refund of all monies paid.

**PRIVACY ACT:** The campsite gives assurance that any personal information including medical details gathered by the campsite, or provided by the group leader, will remain confidential and only used for the purposes for which it was collected.

**OCCUPANCY:** This agreement is on the basis of sole occupancy of the Campsite during the period of hire.

**OTHER:** (activities, hire of Beach House, etc. Nil unless specified) .....

**PLEASE COMPLETE THIS FORM AND RETURN IT WITH THE DEPOSIT BY** .....

**ACCEPTANCE:** We confirm our booking as detailed below and agree to exercise care in the use of the Campsite and its equipment and abide by the regulations of the Campsite as indicated to us.

Name of Hiring Group.....

Contact Person/Responsible Person on Site.....

Address .....

..... Postcode .....

Phone: BH ( )..... AH ( ).....

Date Camp Commences..... Time .....am/pm

Date Camp Concludes..... Time .....am/pm (before 3pm)

Full Catering: First Meal ..... Last Meal .....

Anticipated number attending Adults..... Students..... Total.....

Accommodation Price per person \$ ..... + \$ ..... GST Sub Total \$.....

Catering Price per person \$ ..... + \$ ..... GST Sub Total \$.....

Total cost of camp per person Including GST \$ .....

Deposit due with this form is 20% of the above figure, being \$..... which includes a non-refundable booking fee of \$100.

We have read the above information and the attached 'Hire Agreement' and 'General Information Booklet'. The Group and I agree to abide by them. I also acknowledge it is my responsibility to inform the Group of these conditions.

Signed ..... For .....(Organisation/Group) Date .....

Signed ..... For Don Bosco Camp Date .....

**PLEASE KEEP A COPY FOR YOUR RECORDS**

## **Don Bosco Camp Hire Agreement**

It is the responsibility of each group to ensure that campers understand and follow the Campsite's rules and procedures. Each group must have a competent leader in charge to liaise with Campsite staff. Campsite recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times. Campsite staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision and safety.

### **DAILY DUTIES**

The campsite is to be maintained in a clean condition by the campers. Catered groups are to provide duty groups to set and clear tables for each meal and to wash the dishes. Other daily cleaning duties may be required and will be specified by campsite staff.

### **SELF CATERED GROUPS**

If you choose this option you accept all responsibility associated with the safe storage, transport, preparation, handling, cooking and serving of your own food supplies and for thoroughly cleaning all kitchen equipment and facilities and other responsibilities as listed in the General Information Booklet under Self-Catering Information.

### **SLEEPING ACCOMMODATION**

For the health and safety of the hire group the number of campers sleeping per room must not exceed the number of beds.

### **ARRIVAL/DEPARTURE**

Campers must not enter the Camp prior to the allocated time and must not overstay the allocated departure time. Areas of the campsite are to be cleaned as directed by Campsite staff and inspected prior to departure.

All equipment is to be returned and losses or breakages to be accounted for.

The Campsite staff need to address the campers as soon as practicable after arrival. It is the responsibility of the group leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this then it is the responsibility of the group leader to convey the safety briefing to the campers according to Campsite staff directions.

### **EMERGENCY PROCEDURES**

(i) The Don Bosco Camp has an Emergency Management Plan in place, a copy of the Emergency Response Folder is available for each leader and they should make themselves familiar with the arrangements.

(ii) Fire Fighting Equipment: Extinguishers and smoke detectors are vital and are located around the site. These should not be tampered with or removed.

(iii) Fires: No fire or BBQ may be lit on the property without the consent of Campsite manager. Fire restriction notices and Total Fire Ban Days must be strictly observed.

### **PROPERTY**

(i) Damage and loss: All breakages and losses to campsite property or equipment are to be reported to the campsite management. They will be invoiced to the group. Campsite takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) Parking: All vehicle parking is strictly at the owner's risk and only in areas as directed or sign posted.

(iii) Speed restrictions apply and are strictly enforced.

(iv) The environment: The campsite is a sanctuary for flora and fauna. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching campsite animals. Garbage and recyclable materials are to be placed in designated areas.

(v) Alcohol /Smoke free environment: All buildings on the campsite are designated smoke free zones. Alcohol is not permitted on the premises.

(vi) Out of bounds areas: Workshops, residences, surrounding property are 'out of bounds' areas. Other areas including work sites, activity areas are 'out of bounds' as directed by Campsite staff.

### **TELEPHONE**

(i) Private calls can be contacted via the office phone on 03 5987 2692.

(ii) Emergency calls: Campsite staff are to be informed of any calls for emergency services and will make the business telephone available.

### **FIRST AID**

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.

### **GROUP LEADERS**

The group leader must ensure: that campers under 18 years of age have appropriate parent/guardian consent to attend the camp; that each camper has completed a health/medical record sheet; that the campsite's illness and injury register is filled out for all such incidents; and that Campsite is provided with a written list of camper names. It is the responsibility of the group leader to inform all day visiting members of the group of the campsite's safety briefing and 'general conditions of hire'. Safety issues associated with self led off-site excursions are identified and necessary precautions taken. Bedwetters, sleepwalkers and campers under 6 should not sleep on top bunks.

### **TERMINATING THE OCCUPANCY**

Campsite reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Campsite staff are empowered to take action as maybe deemed necessary for the proper conduct of the camp.

### **MINIMUM NUMBERS**

A minimum number charge exists for the hire of the campsite. Please refer to the Campsite 'Booking Form and Hire Agreement'.

### **BEHAVIOUR**

Group leaders are asked to remind campers to respect each other, others' personal property, neighbours and the environment. All outside noise and music should cease by 11pm.

Food and drink may only be consumed in the dining room, or out of doors. The staff at the Don Bosco Camp takes pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements.