

# Booking Form and Hire Agreement

**AGREEMENT:** This agreement is made between Adventure Camps Australia – Camp Wedgetail and.....(Hirer/Organisation/Group) and sets out the terms and conditions for the hire of the facility for the period detailed below.

Name of Hiring Group:	Function:
Contact Person:	Contact Telephone:
Address:	Post Code:
Email Address:	
Camp/Booking Commences Date:	Time:
Camp/Booking Concludes Date:	Time: Being days &/or nights.
Anticipated number attending:	being (adults) and (children).
Facilities required: Full Camp, Dining Hall, Kitchen, Hall, Accom., Amenities, Grounds.	
Quoted price per person \$ per day / per night / per camp, for camping.	
Quoted price per hour Hall\$ ,Amen.\$ ,Din Hall\$ ,Grounds\$ ,for funct.	
Total cost of booking \$ based on being min numbers or hours attending.*	
<b>Minimum booking:</b> Camping - 20 pers or min charge, 40 pers - Pub Holidays / Long Weekends or min charge. Fac's - 3 hrs or min charge.*	
<b>Inclusions and Exclusions:</b> Included are all kitchen facilities and utensils, cleaning equipment; ie. brooms, mops, dust pans, etc., toilet paper, toilet cleaning equipment; including liquids and minimum firewood plus dishwashing liquid, cloths, tea towels, hand towels & hand soap. Excluded are pillows, blankets and laundry detergent.	

**BOOKING:** The hirer must complete and return this form to Adventure Camps Australia, with the \$200.00 NON REFUNDABLE Booking Fee. (Plus \$300 for catered camps). The above booking will then be confirmed and held.

**PAYMENT:** Full payment, not including the Booking Fee, is required 7 days prior to arrival. (14 days for catered camps). In the case of damage or breakages, the costs will be invoiced or added to hire fee.

**LIABILITY:** Camp Wedgetail trading as Adventure Camps Australia and its agents do not accept liability for the loss of property or damage or personal injury arising from the use of the facilities.

**CANCELLATIONS:** Notice of cancellation must be given no less than 7 days prior to the commencement of the booking, (14 Days for catered camps), otherwise the Balance is non-refundable. Changes to dates and times for self-catered camps, can be made no less than 7 days prior to the commencement of booking, if changes are available. Booking fee is non-refundable.

**OCCUPANCY:** This agreement is on the basis of sole occupancy of the facility during the period of hire, with the exception of a short period of time when a change-over may occur.

**FIRST AID RESPONSIBILITY:** The hirer is responsible for assessing the first aid needs of the group and providing the necessary first aid equipment and training.

**ACCEPTANCE:** I/we confirm my/our booking as detailed above and agree to exercise care in the use of the facilities and its equipment and abide by the rules and regulations of the facility as indicated to me/us. Any damage to buildings and chattels occurring during our stay will be paid by the hirer.

\* See price list.

I / we have read and accepted the conditions of hire as detailed above and enclose the Booking Fee of \$200.00 to confirm booking. The Booking Fee is Non Refundable.	
Signed:	Name-(please print):
For-(Hirer/Organisation/Group):	Date:

PLEASE RETURN THIS COPY TO THE ABOVE ADDRESS AND RETAIN ONE COPY FOR YOUR OWN RECORD

# Please complete highlighted areas.

P.T.O.

# Rules and Regulations

The senior member in charge of the group will ensure that all users understand and follow these rules and regulations.

- CARE OF PROPERTY** Buildings, sites, equipment, etc., are owned by ACA. It is the responsibility of all users to maintain them in good condition.
- GROUNDS** Grounds must be looked after during your stay. Do not damage vegetation. Take care of all trees and shrubs. Do not harm any fauna.
- CLEANLINESS** All users are responsible for keeping the entire facility clean and tidy. Cleaning equipment and disinfectant are available from the caretaker.
- EQUIPMENT** Under no circumstances is any equipment to be moved or removed.
- BEDDING** Mattresses must **NOT** be moved or removed from the sleeping quarters.
- TOILET BLOCKS** To be cleaned daily. Toilet paper replenished. Notify caretaker if low.
- RUBBISH** To be placed in garbage bags in wheelie bins provided.
- DINING HALL & KITCHEN** To be swept daily. To be swept and mopped prior to departure.
- SLEEPING QUARTERS** To be swept daily. To be vacuumed prior to departure.
- TELEPHONE** Please bring Mobile Phones. There is NO phone on site.
- DAMAGE AND LOSS** All damage and losses, including incorrect discharge of fire extinguishers, to be reported as they occur. These will be invoiced prior to departure.
- LAKE** The Lake is used at hirers risk. Water safety precautions followed.
- ALCOHOL** NO alcohol is permitted on the premises, except with prior written permission from A.C.A.
- FIRE** Both indoor fire, outdoor camp fire and BBQ facilities are to be supervised by the person in charge. These can only be lit in areas provided. **DO NOT** burn rubber, plastic, metal, painted or treated timber or green flora. NO OPEN FIRES on total Fire Ban Days.
- FUEL** Hirers to split wood provided. Axe and splitter to be used by persons in charge only. Minimum is supplied. Extra wood can be collected from surrounding areas. PRE CUT WOOD ONLY. Or \$100.00 for 6x4 trailer load supplied.
- SMOKING** Smoking is **NOT** permitted in all buildings on the premises.
- NOISE LEVEL** After 10.30pm, noise levels must be kept to a minimum so that it does not effect neighbours or other facility users.
- FIREARMS** **NO** firearms or fireworks allowed on the premises.
- PETS** **NO** pets are allowed on the premises.
- DEPARTURE** The senior member in charge of the group must see the caretaker for final inspection and any additional **payment for damage and loss made prior to departure.**
- FOOD SAFETY** I am fully aware of the standards required for Food Preparation, Handling and Storage.

**The Management Reserves the right to terminate occupancy without notice for any breach of these rules.**

**The Caretakers are Empowered to take such action as may be necessary for the care and protection of the premises.**

I/we agree to abide by these rules & regulations ..... Signature. Date: / /