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CAMPSITE BOOKING FORM & HIRE AGREEMENT

This agreement is made between Grampians Retreat & Field Studies Centre (herein after called the campsite) and (herein after called the hirer) and sets out the terms and conditions for the hire of the campsite for the period detailed below.

AGREEMENT: The payment of a deposit by the hirer constitutes an agreement to hire facilities of the campsite.

Deposit: A deposit of \$300 must be returned with this booking form to confirm your booking. Tentative bookings will be held for 14 days or until (date). After this time the dates may be offered to another group.

Payment: Full payment by cash or cheque is due on day of departure. Late payment will incur an additional fee. If necessary, any additional expenses incurred (extra campers, linen hire, breakages etc.) will be invoiced and payment is requested within 7 days.

GST: The quoted cost per person is inclusive of GST. It is not payable on the deposit until final invoice is calculated and the deposit will be deducted from this.

Liability: Grampians Retreat & Field Studies Centre and its agents and employees do not accept liability for loss of property or personal injury arising from the use of the facilities. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group.

Cancellations: In the event of a cancellation more than 180 days before commencement of the camp, the deposit will be fully refunded. If cancellation is less than 180 days, the deposit is not refundable. In the event of the campsite cancelling, the hirer 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.

Camp Attendance: Using the camp room list, notification of final numbers attending is due 10 days prior to the camp commencing. After this time campers that do not attend will be charged at half the quoted price. Extra campers will be charged at the quoted price.

Camper List: A complete list of camper names must be provided to the campsite on arrival.

Occupancy: This agreement is on the basis of sole occupancy of the campsite during the period of hire.

First Aid Responsibilities: The hirer is responsible for the first aid needs of the group and providing the necessary first aid equipment and training. The group leader must fill in campsite injury/illness register if any incidents occur.

Camper Supervision: Group leaders will be responsible for overall group supervision at all times.

Operating Guide Lines: The hirer will read and accept the guidelines before completing this form and all campers are to read or understand the guidelines before arrival.

Inclusions: All onsite facilities and activities
Other.....

Exclusions: All off site activities and trips
Other.....

Offsite Activities or Excursions: Grampians Retreat advises to all group leaders that he/she is responsible for identifying safety issues associated with any offsite activity or excursion and for taking any necessary precautions.

Name of Hiring Group:

Contact Person:

Address: Postcode:.....

Telephone: (BH) (AH)..... (FAX).....

E-mail:

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

Camp Concludes: Date..... Time..... am / pm

Catering: (delete one) Fully catered by campsite OR Self catering by hirer

SCHOOL GROUPS: Year Levels attending:.....

Quoted price per student per camp \$.....

Numbers attending: Students:X \$..... = \$.....

Staff:X \$..... = \$.....

Extra Adults:X \$..... = \$.....

TOTAL NUMBERS..... TOTAL COST OF CAMP \$.....

Fill in either school or other groups please

ALL OTHER GROUPS: Minimum Rate: \$..... per night

Numbers attending: Adults:X \$..... = \$.....

Children 6-12 y/o:X \$..... = \$.....

Children < 5:X \$..... = \$.....

TOTAL NUMBERS..... TOTAL COST OF CAMP \$.....

ACCEPTANCE BY HIRER: I confirm our booking as detailed above 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 me in the operating guidelines. The hirer will be responsible for the campsite equipment and facilities and will be liable for any damage or loss.

Signature of applicant:..... on behalf of

Date:..... Enclosed is a deposit for \$.....

Please keep a copy for your records

Office use:

Booking form received (date) Inv No Deposit Received (date)

Handbook Issued (date) Receipt Issued (date)