

CAMP ELSDON – CONDITIONS OF HIRE – School

BOOKINGS:

- Booking inquiries may be made by telephone or email and will be held for **7 days**.
- Bookings will be confirmed upon receipt of the **Application to Hire form and Payment of Deposit**.
- The numbers booked as at one month prior to the Camp date will be deemed the exact number attending and will be the minimum number expected to be paid for.
- A **20% administration and cancellation fee will be deducted from ALL deposit sums** refundable due to cancellation.
- Deposits are non-refundable unless more than 4 months cancellation notice is given.
- Cancellations within 14 days of camp will result in a 75% fee for accommodation booked.
- Cancellations within 7 days of camp will result in **full fees being payable for minimum numbers expected**.

DEPOSITS

- A minimum deposit of \$200 is payable to confirm the booking. A tax invoice for the deposit can be issued on request.
- The Deposit can be paid by cheque, in person or by internet banking (into **02-0548-0152819-000**, using the School name as a reference).
- The Deposit will be deducted from the total account provided the facilities and grounds used are left clean and tidy as per the cleaning requirements set out below, and there is no damage or loss.

ACCOUNTS:

- The person and/or organisation responsible for the booking shall be liable for full payment of the booking/account.
- The final bill shall include the fee for numbers booked, the fees for any extra attendees, any other charges incurred and any cleaning surcharges applicable.
- **TO BE PAID IN FULL BEFORE DEPARTURE.**
- A tax invoice can be issued on request.

RECEPTION HOURS, ARRIVAL AND DEPARTURE TIMES:

- Arrival is from **12.30pm**. Buildings to be vacated by **10.00 a.m.** unless prior arrangement made with Camp Manager.
- The group leader/organiser must make contact with Reception immediately upon arrival. Groups may not take up residence before the leader/organiser has checked in.
- Our Reception is open from 8.30am to 10.00pm daily. If you have an emergency outside Reception hours please use the handset on the office wall to reach the staff member on duty. Please note that the after-hours service is for genuine emergencies that cannot wait until morning. Non-emergency call outs may incur a charge.

KEYS:

- Please return all keys to the office when checking out. If you inadvertently take keys with you please let us know. Lost or missing key charge is \$15 per key.

BEDDING:

- A bottom sheet, pillow and pillow case are provided. **All other bedding, towels & tea towels will need to be brought in.**
- Mattresses, linen and pillows are to be kept on beds allocated.

DAMAGE OR LOSS:

- Groups are required to pay repair costs for damages to buildings, equipment and grounds, including the removal of graffiti.
- Groups are required to pay for the replacement plus administration costs for any equipment missing at the end of camp.
- We accept no responsibility for the safety of guest vehicles or personal belongings, nor for any accidents that may occur on the ground.

SPEED LIMIT:

- There is a 5-kph speed limit on all camp driveways. **Please drive slowly and carefully in the Camp ground.**

CLEANING:

- Guests shall turn off all water taps immediately after using, and washing machines and tubs must be cleaned out after use.
- The camp is to be cleaned before the stated departure time as per information provided during the booking process or the cleaning guide situated in the building.
- The group leader/organiser undertakes that prior to vacating Camp Elsdon he/she will insure that all buildings, equipment and facilities are left clean and tidy and restored to the same standard it was on arrival.
- Any extra cleaning that has to be done by staff will be charged out to your group at \$30.00 per hour.

RESPECT FOR OTHER CAMPERS;

- Quietness to be observed between the hours of 10.p.m. and 7a.m. .
- Each group is to keep campers within the area and facilities allocated.
- Any person found to be under the influence of alcohol or drugs on the Camp will be asked to leave.
- Any call outs for noise or behaviour will incur a \$50 call out fee.

GROUP SAFETY AND SUPERVISION;

- Groups must be properly supervised. The group leader/organiser is responsible for the safety and welfare of the group. He or she must read the fire and other safety notices, which are posted in each building, and ensure that all members of the group are aware of the conditions of hire and evacuation procedures and assembly points in the event of fire.
- It is a requirement of the Camp that sufficient adults will be accommodated among young persons and children – to control students and prevent damage. All children must be under adult supervision at all times.
- Please bring your own first-aid requirements and organise someone from your group to be responsible for administering first-aid and recording of any accidents. All accidents must be reported to Camp Elsdon staff.

PROBLEMS:

- Any problems with facilities, equipment, or other campers are to be reported to the Camp Office immediately. If you let us know soon enough we will be able to address the problem right away.

FIRE AND FIRE EQUIPMENT:

- Any use of fire-fighting equipment is to be reported to the Camp Office ***IMMEDIATELY***.
- Fire extinguishers and alarm systems are for emergency use only – costs incurred by improper use will be charged against the group concerned.
- **FIRES ARE NOT PERMITTED.**

NOT PERMITTED:

- Alcohol is no generally permitted on the premises.
- The areas in an around the STAFF HOUSES, SHED and WORKSHOP are OUT OF BOUNDS.
- It is illegal to remove dead wood from the surrounding scenic reserve.
- Smoking inside buildings
- Firearms, knives and/or any other weapons
- Chewing Gum or Bubble gum
- Skate boards.

RUBBISH DISPOSAL:

- Food scraps are to be placed in the container provided – for later distribution in the animal paddock.
- All other rubbish is to be sealed in plastic bags and put in container waste bin provided. Cartons must be flattened and placed beside the waste bin.

DAY VISITORS

- \$5 per person per day
- All visitors must leave the premises by 10.00pm.

LOST PROPERTY

- Any property found will be stored for up to one month, then if not claimed will be given away or disposed of. Removable items will be discarded immediately.

CATERING

- We can organise catering through a local group for those who don't want to cater for themselves. Feel free to enquire.