

Booking Form and Hire Agreement

AGREEMENT: This agreement is made between Adventure Camps Australia – Crystal Lake Cabins 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:	
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, Accommodation, Amenities, Grounds			
Quoted price per person \$		per day / per night / per camp, for camping.	
Quoted price per hr Hall, \$		Amenities, \$ Dining Hall, \$ grounds, for functions.	
Total cost of booking \$ based on being minimum numbers or hours attending.*			
Minimum booking: Camping-10 persons or min charge. Facilities-3 hr or min charge.*			
Inclusions and exclusions: 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. Excluded are pillows, blankets, dishwashing cloths, detergent, tea towels and laundry detergent.			

BOOKING: The hirer must complete and return this form to Adventure Camps Australia, with the \$100.00 Booking Fee. The above booking will then be confirmed and held. Upon arrival and commencement of facilities, the booking fee becomes the Bond. The Bond will be returned if the condition of Crystal Lake Cabins is satisfactory when an inspection is made prior to departure.

PAYMENT: Full payment, less bond, (if conditions apply), is required on the final day of booking prior to departure. In the case of damage or breakages, the cost will be taken from Bond or added to hire fee if these exceed Bond agreement.

LIABILITY: Crystal Lake Cabins 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 14 days prior to the commencement of the booking, otherwise the booking fee is non-refundable. Changes to dates and times can be made no less than 7 days prior to the commencement of booking, if changes are available, at no loss of booking fee.

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 \$100.00 to confirm booking. The Booking Fee becomes the Bond from commencement of facility usage.	
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	The buildings, sites, equipment, etc., are owned by Adventure Camps Australia. It is the responsibility of all users to maintain them in good condition.
GROUNDS	The grounds must be looked after during your stay - do not damage vegetation anywhere. Please take care of all trees and shrubs. Do not harm animals or birds.
CLEANLINESS	All users are responsible for keeping the entire facility clean and tidy. Leaders are responsible for obtaining cleaning equipment and disinfectant 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 disinfectants and toilet paper have been used.
RUBBISH	To be placed in garbage bags in bins provided and securely covered, for garbage collection.
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	Outgoing calls - Emergency only. Incoming calls - unlimited. Camp phone number given on request.
DAMAGE AND LOSS	All damage and losses, including incorrect discharge of fire extinguishes, to be reported as they occur. These will be invoiced prior to departure.
LAKE	The Lake is used at hirers risk. All necessary water safety precautions should be 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 prohibited 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 payment 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 and regulationsSignature. Date: / /