

# CRYSTAL CREEK CHRISTIAN CAMP.

P.O. Box 227, Alexandra....3714  
Phone. 57721409. Fax. 57721046.

## **BOOKING FORM and HIRE AGREEMENT.**

Name of Group: \_\_\_\_\_

Accommodation: Fully Catered. Minimum Number for camp booking is 25 or minimum charge of \$1,375.00. Incl. GST.

Period of Stay: From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Arrive: \_\_\_ am/pm. Depart: \_\_\_ am/pm.

Cost per person: Minimum charge: \$ \_\_\_\_\_ Including GST per day (i.e. overnight & 3 meals.)

Cost includes: \_\_\_ nights \_\_\_ meals. Access to: \_\_\_\_\_

Deposit: A deposit of \$200.00 must be returned with this form by..... to confirm your booking.

Details of Group: Adults \_\_\_\_\_ Teenagers \_\_\_\_\_ Children over 5 \_\_\_\_\_ Children under 5 \_\_\_\_\_.

Contact details: Prior to camp:

Mr/Mrs/Ms/Miss \_\_\_\_\_

Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

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

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

**LIABILITY:** Campsite 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.

**CANCELLATION:** Deposit refunds will only be given for cancellations made 6 months in advance of the camp date. In the event of a cancellation by the campsite, the hirer shall be entitled to a full refund of all monies paid.

**OTHER CONDITIONS:** \_\_\_\_\_

*I have read the information above and the attached 'General Conditions for Hire' and the group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Position Held: \_\_\_\_\_ Deposit Enclosed: \$ \_\_\_\_\_

PLEASE RETURN THIS FORM WITH THE DEPOSIT TO THE ABOVE ADDRESS AND KEEP A COPY FOR YOUR RECORDS.

Office Use: Application Approved \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

## General Conditions for Hire.

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, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall supervision and safety. The campsite will provide written procedures for the conduct of specialised outdoor activities.

### 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 make sure dining room is left clean and tidy. Other duties may be required and will be specified by campsite staff.

Toilet areas will be cleaned by campsite staff.

### 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. All groups are requested to clean and vacate the accommodation areas by 10.00am on departure day. 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 and 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) Procedures

Emergency procedure notices are posted throughout the campsite and campers 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 in periods of fire danger without the consent of Campsite staff. 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.

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. No alcohol permitted at any time.

#### (vi) Out of bounds areas

Workshops, residences, surrounding property, water bodies, fuel tanks and electrical switchboards are 'out of bounds' areas. Other areas including work sites, ropes course and initiative activities, are 'out of bounds' as directed by Campsite staff.

### TELEPHONE

(i) **Private Calls.** A public telephone is provided for camper use. It is located in the dining room. Campers can be contacted on \_\_\_\_\_

(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.

### ACTIVITY PROGRAMS.

Programs and activities are only available with approval prior to arrival at camp. The campsite provides some specialist equipment for recreation and sports activities and these include initiative activities, archery, canoeing .

It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the activities undertaken. The campsite staff reserve the right to withdraw equipment or access to activities should the camper group not provide suitably trained, qualified or experienced activity leaders, or be found abusing equipment. When campsite staff, including sub-contracted activity providers, demonstrate, lead or instruct an activity, they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, and for those campers waiting their turn. Campsite staff or sub-contracted activity providers will assume first aid responsibilities while the group is undertaking specialised activities under their control. No specialised activities are to be undertaken without the prior approval of Campsite staff. The Campsite can pre-arrange excursions to a variety of local attractions. The group leader is responsible for identifying safety issues associated with an excursion and taking the necessary precautions.

### 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'.

### TERMINATING THE OCCUPANCY

Campsite reserves the right to terminate the occupancy without notice for breach of the *General Condition for Hire*. Campsite staff are empowered to take action as may be 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 others personal property and the environment. All noise should cease by 11.00pm.

Food and Drink may only be consumed in the dining room, BBQ shelter areas or out of doors.

**The staff at Crystal Creek Christian Camp take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements.**