

UPCC BOOKING AND HIRE CONDITIONS



CONDITIONS OF BOOKINGS

Tentative bookings may be made but must be confirmed within 14 days. We require a 25% deposit based on estimated numbers. This can be refunded if the booking is cancelled more than 4 months before the date of arrival, or if we are able to re-book those dates.

Minimum & Final Numbers

- **Schools:** The minimum school booking number is an average of 30 students. Final numbers must be confirmed at least three days before the camp.
- **Other groups:** The minimum group booking number is an average of 30 adults for a full weekend. Final numbers must be confirmed at least three days before the camp.

Rates & Tariffs - Rates are inclusive of accommodation and all meals plus morning tea, afternoon tea and supper. Rates are subject to review but will be confirmed upon booking. There may be extra charge for supervised activities.

Payment of Account – We prefer that accounts are paid before departure from camp via cash or bank deposit. Accounts can be paid during the following week by cheque or bank transfer. Any breakages or additional charges must be paid for. Sorry no eftpos or credit card facilities.

Discipline - The person booking the camp will be responsible for the behaviour of the group. Any conduct inconsistent with UPCC code of conduct will be deemed unacceptable behaviour. The management reserves the right to ask any person who does not abide by the rules of the camp to leave the property.

Disclaimer – The applicant acknowledges that the owner/operators, managers and staff of UPCC will not be responsible for any loss or damage to any property brought on to the site.

CONDITIONS OF HIRE

Welcome & Safety Briefing

It is the responsibility of each group to ensure campers understand and follow UPCC rules and procedures.

Alcohol/Drugs - no non prescribed drugs are to be brought onto the property. Alcohol can be brought onto the property with expressed permission from management.

Smoking - smoking is not permitted within any of the buildings. There are tins outside the main building for smokers to dispose of cigarette butts.

Behaviour - Leaders/Teachers are responsible for the behaviour of all campers within their group.

Fires - no fires or BBQ may be lit on the property without the consent of UPCC manager.

First Aid – It is the responsibility of each group to provide their own First Aid equipment and provider.

Duties – Assistance in clearing of tables after meals and the general tidying of the dining room after meals is requested. Tables must be wiped down after each meal. All campers are expected to keep their area and the campsite clean and tidy.

Pets - no pets are allowed on the property – unless authorized by UPCC management.

Emergency procedures - UPCC managers are to be informed of any calls for emergency services. Campers should familiarise themselves with the position of exits, fire fighting equipment and evacuation procedures.

Parking – all vehicle parking is strictly at the owner's risk and only in designated car park areas. Unauthorised vehicles are not to be driven around the property at any time. Note: Walking Pace Speed Restrictions apply.

Hazards – Being a rural property, there are risks such as dams etc. Children must be supervised at all times by a responsible adult.

Insurance - Whilst UPCC holds Public & Products Liability insurance for the Centre it is a requirement of Hire that hiring groups hold a minimum of \$10,000,000 Public & Products Liability to cover their own activities whilst at the site. A copy of this insurance will need to be submitted with this booking form.

Disclaimer – The Owner/Operators, Managers and Staff of UPCC disclaim liability for any and all loss, damage, injury or illness, financial or otherwise, suffered by any person in the use and hiring of this campsite and its facilities, except to the extent that injury or illness were caused, or contributed to, by a negligent or wilful act or omission of the Owner/Operators, Managers and Staff of UPCC.

GROUP TEACHERS/LEADERS RESPONSIBILITIES

- Are responsible for the supervision of campers at all times.
- To ensure that campers under 18 have appropriate parent/guardian consent to attend camp.
- To complete the Camper Information Register with both leader and camper names.
- To ensure campers & group visitors understand and follow UPCC's rules and safety procedures.
- To complete the Illness /injury register for all such incidents.

COVID-19 DECLARATION

The Group Leader will ensure that all guests attending with your booking:

- Are well and not displaying symptoms of COVID-19
- Are not required to be in isolation due to being diagnosed with COVID-19
- Are not a close contact of someone with COVID-19
- Has returned a negative result from a COVID-19 test if recently travelled overseas
- Meets the current Vaccination requirements
- Will check-in using our QR code upon arrival if required by the Victorian Government.
- Will abide by the current facemask rules that the Victorian Government has issued.

CAMP RULES

- All instructions on signs must be followed.
- Do not move ANY furniture (including tables, couches and beds) without permission from management.
- No ball games in or around buildings. Ball games are only to be played on the tennis court, in the Rec Hall, or on the oval.
- Only walk on paths, mown lawn or roads. Do not walk on gardens, in the bush or anywhere else.
- We have septic tank toilet systems - so don't put anything in them that shouldn't be there.
- All primary aged and pre-school children must be accompanied by a responsible adult at ALL times.
- Do not access any buildings that your group has not been allocated.
- Fire extinguishers, smoke detectors etc. are not to be tampered with.
- All damage must be reported and paid for.

EVACUATION PROCEDURES

Evacuation area is **Car Park A**

In an emergency, proceed to the evacuation area and sit quietly in your room groups

- We acknowledge that we have read and will abide by the Booking and Hire Conditions.
- We agree to pay all charges in accordance with the Tariffs applicable at the time of occupancy.
- We agree to provide UPCC with all dietary requirements and a list of camper's names before arrival.
- We accept full responsibility for our Group and will pay for any loss or damage caused by our Group.

Group Name: _____

Arrival Date: _____

Full Name: _____

Signature: _____

Updated 01/06/2022