

Upper Plenty Conference Centre

BOOKING AND HIRE CONDITIONS

CONDITIONS OF BOOKINGS

Tentative bookings may be made but must be confirmed within 14 days.

Cancellations within 4 months of the date of arrival will incur a \$300 cancellation fee.

Minimum & Final Numbers - The minimum group booking number is an average of 30 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.

Payment of Account - We prefer that accounts are paid before departure from camp, and should be made payable by cash or cheque to H&W Stokes. If this is not possible, 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 beliefs and purposes 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 Upper Plenty Conference Centre will not be responsible for any loss or damage to any property brought on to the site. Should any claim be made for such loss or damage to property owned by any person associated with the applicant, or any person or body corporate associated with such person, then the applicant will indemnify UPCC in respect of all such claims.

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 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 Upper Plenty Conference Centre manager.

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

Cleaning - The facilities are expected to be kept in a tidy state. At the close of occupancy, each group is to leave the property in the way in which it was found.

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.

Telephone - is available for emergency use only

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 - Dams - being a rural area, dams on the property are not fenced. Children must be supervised at all times by a responsible adult.

Disclaimer - The Owner/Operators, Managers and Staff of Upper Plenty Conference Centre 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, whether resulting from their negligence or from the negligence of agents, employees, board, consultants or advisors or from any other cause whatsoever.

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.
- The group leader is also responsible for overall group behaviour, discipline and first aid.

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 01/10/2016