

# UPCC BOOKING AND HIRE CONDITIONS



## CONDITIONS OF BOOKING

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 person booking the camp is responsible for ensuring that;

- Each individual understands that the activities provided can cause injury, death etc and they all understand and accept this risk.
- Each individual is responsible for their own actions and they must confirm that they are able to physically participate in the activities they choose to participate in.
- The applicant or individual participant should request more information should it be required or if anything is unclear prior to or during their stay.
- Each individual over the age of 18 must sign a copy of this document. All children under the age of 18 need a parent/guardian to sign on their behalf. For Schools, a teacher can sign on behalf of the students.

## 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.

**Personal Belongings** – 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.

**Disclaimer** – The Owner/Operators, Managers and Staff of UPCC disclaim liability for any and all bodily injury or illness suffered by any person in the use and hiring of this campsite and its facilities, except to the extent that bodily 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 any 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
- Will abide by any rules or mandates that the Victorian Government has issued at the time of arrival.

## 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 24/08/2022