

CANCELLATION of BOOKING: Cancellation of a booking will be accepted by Camp Cooriemungle and a full refund of the booking deposit/bond will be made, if camp Cooriemungle is notified of the cancellation at least 180 days prior to the Booking date. However a refund of booking fee/deposit/bond will not be made for any booking that is cancelled less than 180 days prior to the Booking date.

In the event of a booking cancellation by Camp Cooriemungle, the hirer shall be entitled to a full refund of all monies paid.

PRIVACY ACT: Camp Cooriemungle gives assurance that any personal information (including medical details) provided by the Hirer to its staff or agents pursuant to a booking, including personal information becoming known during the course of any hire period, will remain confidential and used only for the purposes for which it was collected.

GST (Goods and Services Tax). The quoted cost per person is inclusive of GST.

Other Conditions: _____

I have read the information above, the attached 'General Conditions of Hire'. The group and I agree to abide by them. I also acknowledge it is my responsibility to ensure that these conditions are or will be made known to all participants associated with this agreement prior to the date of Hire.

Signature of Applicant: _____ Date: _____

Position Held: _____ Deposit enclosed: \$ _____

Office use: Application Approved _____ Receipt No: _____ Date: _____

**PLEASE RETURN THIS FORM WITH THE DEPOSIT TO
30 BORNONG RD, COORIEMUNGLE VIC 3268.**

**Alternatively a copy of this form may be faxed to Camp Cooriemungle on 03 5598 7250
and the deposit paid by direct deposit to:**

Bank: NAB

Account Name :Leisure Coast Camps P/L

BSB: 083 957

Account Number: 18718 0143

**PLEASE NOTE THAT THIS BOOKING IS NOT ACCEPTED UNTIL THE COMPLETED BOOKING
FORM AND FEE HAS BEEN RECEIVED BY CAMP COORIEMUNGLE.**

GENERAL CONDITIONS OF HIRE – School Groups

It is the responsibility of each group to ensure that all persons using the facilities at Camp Cooriemungle in relation to this Hire Agreement, understand and follow Camp Cooriemungle Rules and Procedures. Each group must have a competent leader in charge to liaise with Camp Cooriemungle staff.

Camp Cooriemungle recommends a minimum ratio of one leader to ten students (1:10). The group leader is responsible for camper conduct at all times.

Camp Cooriemungle staff or its sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible generally for overall group conduct, individual safety and timely first aid treatment.

Camp Cooriemungle staff will personally supervise and provide written procedures for the conduct of specialised or higher risk outdoor activities. In such instances, the group leader is required to actively participate in the conduct of the activity and the necessary supervision of the conduct of each participating student.

DAILY DUTIES

Camp Cooriemungle is to be maintained in a clean condition by the group. **Catered groups** are to provide duty students to set and clear tables for each meal. Other daily cleaning duties may be required and will be specified by Camp Cooriemungle staff. In consultation with the Group Leader(s). **Self-catered groups** are also responsible for cleaning and maintaining all areas in a hygienic manner.

DRINKING WATER

Rainwater tanks provide drinking water. All non-drinking water is placarded. For health and safety campers are requested to drink only from placarded water taps.

WHAT TO BRING:

Sleeping bag or blankets, pillowcase, towel, toiletries, personal needs and torch.(see the Camp website for details)

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time. Camp Cooriemungle 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 Camp Cooriemungle staff directions.

EMERGENCY PROCEDURES

Procedures. Emergency procedure notices are posted throughout Camp Cooriemungle and students must make themselves familiar with the arrangements.

Fire Fighting Equipment. Extinguishers, fire hoses and smoke detectors are vital for personal safety, and are located around the site. These must not be tampered with.

Fires. No fire or BBQ may be lit on the property without the prior consent of Camp Cooriemungle staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

- **Damage and loss.** All breakages and losses to Camp Cooriemungle property or equipment must be reported to Camp Cooriemungle staff at the earliest practical opportunity. Where circumstances warrant, any replacement cost or other loss will be invoiced to the group. Camp Cooriemungle accepts no responsibility for the loss of or damage to personal property. Hire Group members are permitted to access only the buildings/areas to which they have been allocated under the Hire Agreement.
- **Parking.** All vehicle parking is strictly at the owner's risk and is restricted to designated car parks.
- **Speed restrictions.** Speed restrictions apply throughout the campsite and are strictly enforced.
- **The environment.** Camp Cooriemungle is a Land for Wildlife site and a sanctuary for natural flora and fauna. National Park rules apply. No person is permitted to bring firearms, animals or pets onto the property nor to disturb the natural environment. Care and commonsense must be applied when approaching any domestic animals or wildlife at Camp Cooriemungle. Garbage and recyclable materials must be placed in designated areas.
- **Smoke free environment.** All buildings and activity areas at Camp Cooriemungle are designated smoke free zones.
- **Alcohol.** May be consumed at times and in locations approved by Camp Cooriemungle Management, by only if approval has been arranged prior to the Hirer's arrival at the campsite.
- **Out of bounds areas.** All paddocks, gates, workshops, sheds, residences, work sites, adjacent properties and creeks are 'out of bounds' for students, unless in the company of and with the approval of Camp Cooriemungle staff members or agents.
- Specialised activities sites (ropes courses, flying fox, climbing wall, giant swing and activity dam) are 'out of bounds' but may be accessed only with approval of Camp Cooriemungle staff and under adult supervision.

TELEPHONE

There is no mobile phone reception at Cooriemungle. The camp phone can be used for essential private calls and for emergency calls, and calls must not exceed 5 minutes in duration. All calls must be paid for using the 'honour system' payment jar provided. Camp Cooriemungle staff are to be informed of all calls made on camp phone by any non-Cooriemungle staff member, and the Group Leader is responsible for ensuring that this requirement is met.

FIRST AID

Although all Camp Cooriemungle staff are fully trained in First Aid, the primary responsibility for safe behaviour and immediate response to an illness or injury lays with the individual members of the Hire group. The Group Leader specifically is responsible for ensuring that the Group has appropriate First Aid equipment and appropriately trained adults within the Group to attend to health and welfare issues.

PROGRAMS

Only those programs and activities that have been organised prior to arrival at Camp Cooriemungle, may be accessed by the Group. The following specialised activities are available at Camp Cooriemungle: low and high ropes courses; flying fox; initiative and trust activities; giant swing; rock climbing wall; archery; canoeing, fishing, bush art and bush cooking.

The flying fox, high ropes, giant swing, canoeing and rock climbing wall are available only with Camp Cooriemungle staff supervision.

It is the responsibility of the Hirer to provide adequately trained, experienced and appropriately skilled leaders for the non-specialized activities undertaken by the Group. Camp Cooriemungle reserves the right to withdraw equipment or access to activities if in the opinion of Camp Cooriemungle management, the Group has not provided suitably trained, qualified or experienced activity leaders, or if members of the Group are found abusing equipment. When any Camp Cooriemungle staff member, demonstrates, leads or instructs an activity that staff member will accept responsibility for the technical skill and related safety components of the activity. However Group Leaders remain responsible for the supervision and behaviour of students while at an activity, and while moving to and from the activity.

GROUP LEADERS

It is the group leader's responsibility to ensure that:

- Students under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- The **parent/guardian** of each student under 18 year of age, has given informed consent for the student to participate in each nominated activity planned for the Group. Any instance of refusal or neglect to provide consent for one or more activities **MUST** be drawn to the attention of Camp Cooriemungle management **PRIOR TO** participation of the Group in that activity or activities.
- Camp Cooriemungle is provided with a written **list of student names**, each student has completed a **health/medical record sheet**, and this information is provided to Camp Cooriemungle not later than the Group's arrival at the Camp.
- Details of any Group member's illness or injury is entered in the Camp Cooriemungle **illness and injury register** at the earliest opportunity following such incident
- Day Visitors of the Group are advised of the campsite's safety briefing and 'general conditions of hire' prior to or as soon as practicable after first arriving at the Camp
- Safety issues associated with self-conducted off-site excursions are identified and the necessary precautions taken for the safe conduct of the excursion and return to Camp.
- All Group members adhere to Sun Safety strategies
- Arrange that students who may be bedwetters or sleepwalkers, and all students/Group members under 6 years of age, do not sleep on top bunks
- Camp Cooriemungle activity staff are advised of any student medical conditions or behaviour issues that may arise and which may place the student or others at risk.

TERMINATING THE OCCUPANCY

Camp Cooriemungle reserves the right to terminate the occupancy arrangements under the Hire Agreement without notice for a breach of the *General Conditions for Hire*. Camp Cooriemungle staff are empowered to take such action as deemed necessary for the proper and safe conduct of the camp.

MINIMUM NUMBERS

A minimum charge exists for the hire of Camp Cooriemungle facilities and a minimum number of 25 applied to Group hire also applies. Please refer to the Camp Cooriemungle 'Booking Form and Hire Agreement'.

BEHAVIOUR

Care and commonsense should prevail in all buildings and at all other places within Camp Cooriemungle grounds. Group Leaders are encouraged to have students and other Group members demonstrate respect for each other, for the personal property of the Camp and their fellow Group members, and for the environment.

All noise must cease by 11.00 p.m.

No food or drink (other than water) may be consumed in bedrooms or other Camp buildings except the dining room, nor at any activity site out of doors.

Camp Cooriemungle takes pride on the cleanliness of the campsite, and expects all visitors and guests to refrain from dropping litter and waste about the area. Group Leaders are expected to monitor this situation and where appropriate, assign yard clean-up tasks to students at appropriate times to help maintain a clean and tidy environment.

The staff at Camp Cooriemungle takes pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements. Please speak with a Camp Cooriemungle staff member about obtaining a client evaluation survey form during your stay at Camp Cooriemungle.