



BENALLA P-12 COLLEGE CAMP BOOKING FORM and HIRE AGREEMENT

Name of Hire Group:.....

Period of Stay.....to.....

Arrive:.....am/pm

Depart:.....pm

Booking Cost: \$.....

Cost includes.....days

\$250 per day

Access to:campsite activities

Deposit: When a booking is made a deposit of \$100 must be forwarded with this form to confirm your booking.

PAYMENT: Full payment and group numbers are required **2 weeks** prior to arrival at the campsite.

Group Details: Est. number in party.....Age of campers:.....

No of adults:.....

No of Children:.....(include staff and campers over 2 yrs. old)

CONTACT DETAILS (Prior to camp)

Name:.....	
Address:.....	Post Code:.....
Phone: (work).....	(home).....Mobile:.....
Fax:.....	Email:.....

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

OTHER COSTS: Additional expenses incurred (extra campers, breakages etc) will be invoiced and payment is requested within 7 days.

LIABILITY: Benalla P-12 College 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. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group. Or seek further advice from Camp Coordinators.

CANCELLATION: Deposit refunds will only be given for cancellations made 90 days in advance of the camp date. Groups cancelling with less than 90 days' notice to the campsite are liable for full payment of the minimum charge detailed above. In the event of a cancellation by the campsite, the hirer shall be entitled to a full refund of all monies paid.

PRIVACY ACT: The campsite gives assurance that any personal information including medical details gathered by the campsite, or provided by the group leader, will remain confidential and only used for the purposes of 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 and the attached "General Conditions of Hire". The group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions including First Aid, the Safety Briefing, and the Emergency Procedures.

Signature of Applicant:.....**Date:**...../...../.....

Position Held:.....**Deposit enclosed:** \$.....

PLEASE RETURN THIS FORM WITH THE DEPOSIT AND KEEP A COPY FOR YOUR RECORDS



BENALLA P-12 COLLEGE CAMP GENERAL CONDITIONS OF HIRE

It is the responsibility of each group to ensure that campers understand and follow Benalla P-12 College Camp rules and procedures. Each group must have a competent leader in charge to liaise with Benalla P-12 College Camp staff. Benalla P-12 College Camp recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times.

Benalla P-12 College Camp staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision, safety and first aid.

DAILY DUTIES

Benalla P-12 College Camp 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. Other daily cleaning duties may be required and will be specified by Benalla P-12 College Camp staff.

Self-catered groups are responsible for cleaning and maintaining all areas in an hygienic manner. A food supervisor must be nominated and be competent to follow workplace hygiene procedures.

DRINKING WATER

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

WHAT TO BRING

Sleeping bag or blankets, bed linen, towel, toiletries, personal needs and torch.

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time.

Benalla P-12 College Camp 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 Benalla P-12 College Camp staff directions.

EMERGENCY PROCEDURES

(i) Procedures - Emergency procedure notices are posted throughout Benalla P-12 College Camp 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 without the consent of Benalla P-12 College Camp staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

(i) Damage and loss - All breakages and losses to Benalla p-12 College Camp property or equipment are to be reported to Benalla P-12 College Camp staff. They will be invoiced to the group up to \$1000. Benalla P-12 College Camp 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 designated car parks.

(iii) Speed restrictions - Speed restrictions apply and are strictly enforced.

(iv) The environment - No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Garbage and recyclable materials are to be placed in designated areas.

(v) Smoke free environment - All buildings at Benalla P-12 College Camp are designated smoke free zones.

(vi) Out of bounds areas - All paddocks in surrounding property and workshop/equipment shed are 'out of bounds'. Other areas including work sites are 'out of bounds' as directed by Benalla P-12 College Camp staff.

(vii) Animals - No animals are permitted on the Benalla P-12 College Camp grounds.

TELEPHONE

(i) Emergency calls - Benalla P-12 College Camp provides a landline for emergency calls

(ii) Private calls - A telephone is available for incoming calls. Campers can be contacted on (03) 5776 4252. Mobile phone service is available at the camp site.

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.

PROGRAMS

Programs and activities are only available with approval prior to arrival at Benalla P-12 College Camp. Sailing and canoeing are the only specialised activities run by the Benalla P-12 College Camp staff. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for any other activities undertaken and implement Benalla P-12 College Activity Procedures. Benalla P-12 College Camp reserves 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 Benalla P-12 College Camp 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, for those campers awaiting their turn, and first aid. No specialised activities are to be undertaken without the prior approval of Benalla P-12 College Camp staff.

GROUP LEADERS

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

- Campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- Each camper has completed a **health/medical record sheet**
- The campsite's **Illness, Injury and Near Misses Register** is filled out for all such incidents
- The Campsite is provided with a written **list of camper names**
- All day visiting members of the group are advised of the campsite's safety briefing and 'general conditions of hire'
- Safety issues associated with self led off-site excursions are identified and the necessary precautions taken
- Campers adhere to Sun Safety strategies
- Bedwetters, sleepwalkers & campers under 9 should not sleep on top bunks
- Benalla P-12 College Camp activity staff are advised of camper medical conditions or behaviour that may arise and may place the campers or others at risk.

TERMINATING THE OCCUPANCY

Benalla P-12 College Camp reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Benalla P-12 College Camp staff are empowered to take action as deemed necessary for the proper conduct of the camp.

MINIMUM NUMBERS

A minimum charge exists for the hire of the Benalla P-12 College Camp. Please refer to the Benalla P-12 College Camp 'Booking Form and Hire Agreement'.

BEHAVIOUR

Care and commonsense should be taken in all buildings. Food and drink may only be consumed in the dining room or out of doors.

SUNSMART

Benalla P-12 College Camp encourages all staff and students at the camp to wear sunscreen and a broad brimmed hat at all times when outdoors whether during activities or during free time.

The staff at Benalla P-12 College 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