



Rural Retreat, Riding School and Farm Stay Holidays

BOOKING FORM AND HIRE AGREEMENT

Name of Group:			
Period of Stay:			
Cost per person:		Min. Charge:	
Add. Charges:			
Cost includes:	Nights:	Meals:	

Deposit: A deposit of \$ _____ must be returned with this form by ____ / ____ / ____ to confirm your booking.

Details of group: Estimated number of party: ____ Age range of campers: ____
Number of adults attending: ____

Contact Details:

Name:			
Phone:	(W) _____	(M) _____	(F) _____
Email:			
Street Address:			
Postal Address:			

AGREEMENT:	The payment of a deposit by the hirer constitutes an agreement to hire the use of the facilities from the campsite.
PAYMENT:	Full payment is required on arrival. If necessary, any additional expenses incurred (extra campers, breakages, etc.) will be invoiced and payment required within 7 days.
LIABILITY:	Underbank Stud and its agents and employees do not accept liability for loss of property or damage or personal injury arising from use of the facilities.
CANCELLATION:	Deposit refunds will only be given for cancellations made 6 months in advance of the date of booking. In the event of a cancellation by Underbank Stud the hirer shall be entitled to a full refund of all monies paid.
CONDITIONS:	

I have read the information above and the attached 'General Conditions for Hire' and the group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions.

Signature of Applicant: _____ Date: _____

Position Held: _____ Deposit Enclosed \$ _____



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GENERAL CONDITIONS FOR HIRE

It is the responsibility of each group to ensure that campers understand and follow Underbank Stud's rules and procedures. Each group must have a competent leader in charge to liaise with Underbank Stud staff. The group leader is responsible for camper supervision at all times. Underbank Stud staff or their sub-contracted activity providers may instruct, lead, demonstrate or assist in an activity, but the group leader is deemed to be responsible for overall group supervision and safety.

DAILY DUTIES: Underbank Stud is to be maintained in a clean condition by campers. **Catered Groups** are to provide (by arrangement) a duty group to set and clear tables for each meal. Other daily cleaning duties may be required and will be specified by Underbank Stud staff. **Self catered groups** are responsible for cleaning and maintaining all areas in an hygienic manner. All groups must keep cabins clean in accordance with the "Camper's Duties" listed on the inside door of each cabin.

SLEEPING ACCOMMODATION: For the health and safety of the hire group the number of campers sleeping per room must not exceed the number of beds.

ARRIVAL/DEPARTURE: The group is to advise the Underbank Stud of their arrival and departure times prior to their visit. An Underbank Stud staff member will conduct a safety overview as soon as practicable after arrival. 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 Underbank Stud's directions.

EMERGENCY PROCEDURES:

- 1) **PROCEDURES:** Emergency procedure notices are posted throughout the Camp School and all campers should make themselves familiar with the arrangements.
- 2) **FIRE FIGHTING EQUIPMENT:** Fire hoses, water tanks, and smoke detectors are vital and are located around the site. These should not be tampered with or removed.
- 3) **FIRES:** No fire or BBQ (with the exception of gas bbq) may be lit on the property without the consent of Underbank Stud. Fire restriction notices and Total Fire Ban days must be strictly adhered to.

PROPERTY:

- 1) **DAMAGE AND/OR LOSS:** All breakages and losses to Underbank Stud property or equipment are to be reported to the staff immediately. They will be invoiced to the group. Underbank Stud takes no responsibility for the loss or damage to personal property.
- 2) **PARKING:** All vehicle parking is strictly at the owners risk and only in designated areas.
- 3) **SMOKE FREE:** All buildings at Underbank Stud are smoke free
- 4) **SPEED LIMITS:** Speed limits apply and are strictly enforced
- 5) **OUT OF BOUNDS:** Workshops, residences, surrounding properties, switchboards, water bodies, petrol tanks, hay sheds etc are "out of bounds". Other areas including work sites, specialised activity areas and courses are "out of bounds" as directed by Underbank Stud staff. These activities shall only be accessed with the prior permission of Camp School Staff and under adult supervision.
- 7) **THE ENVIRONMENT:** Underbank Stud is home to many animals. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching animals. No animal enclosure should be entered without Underbank Stud supervision.

FIRST AID: First Aid is the responsibility of the group. Groups must supply their own first aid equipment and trained staff.

ACTIVITY PROGRAMS: Programs and activities are only available with approval prior to arrival at Underbank. Underbank provides some specialist equipment for recreation and sports activities. It is the responsibility of the hirer to provide adequately trained, experienced or skilled leaders for the activity undertaken. Underbank Stud reserve the right to withdraw equipment or access to activities should the client not be using equipment in a safe and responsible manner. When Underbank Stud 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 behavior of campers at the activity, to and from the activity and for those campers awaiting their turn. No specialised activities are to be undertaken without the approval of Underbank management.

GROUP LEADERS: The group leader must ensure: that campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp; that each camper has completed a health/medical record sheet. It is the responsibility of the group leader to inform all day visiting members of the group of Underbank's safety briefing and 'general conditions of hire.'

TERMINATING THE OCCUPANCY: Underbank Stud reserves the right to terminate the occupancy without notice for breach of the 'General Conditions for Hire'. Underbank Stud staff are empowered to take action as deemed necessary for the proper conduct of the camp

BEHAVIOUR: Care and commonsense should be taken in all buildings. Group leaders are asked to remind campers to respect each other, others personal property and the environment. All noise should cease by 11.00pm. All rubbish should be responsibly taken care of.