

## HOUGHTONS BUSH PRESBYTERIAN CAMP SITE

### IMPORTANT INFORMATION ABOUT YOUR STAY

and

### TERMS & CONDITIONS

Thank you for deciding to use our Houghtons Bush Presbyterian Camp Site. Please take the time to read this booklet, which has important information about what you should expect from us, and what we expect from you as the hirer of the camp site, and also from all other visitors.

#### **Booking Arrangements**

1. Making a booking: In order to make a firm booking, you must complete and sign the attached application form and pay a deposit.
2. Cost: The booking rates are set out on your application form.
3. GST: All prices include GST. If GST increases between the time of your booking and the time of your camp, we have to charge you for the increase.
4. All visitors charged for: Please remember that every member of your group or visitor who is on site at any time between 4.30pm and 3.00pm the following day will be charged for, whether they stay overnight or not.
5. Deposit: Your booking will not be confirmed until we have received a deposit.
6. Balance of accommodation: You will have to pay the balance of your group's booking before your camp starts. There may also be a final account payable at the end of your camp depending on the facilities used, additional cleaning required, and any damage caused.
7. Cancellations: If you cancel a confirmed booking, **you will lose your full deposit**, unless:
  - a. You cancel more than 4 months before the date your camp is due to start, or
  - b. We re-let your camp dates to someone else at full rates, in which case we will refund half of your deposit.

#### **Before you arrive and on arrival**

1. Camp information: Once your booking is confirmed we will send you an information pack with details about keys and access, [health and safety information,] suppliers and local activities. Please make sure that this information is passed to everyone in your group that might need it.
2. Pre-inspection: If you want to inspect the camp before the start of your visit, you can make an appointment with the onsite Custodian, phone (09) 411 9221. If you miss your appointment, or if your pre-inspection takes longer than the allotted time, we reserved the right to charge you extra.
3. Designated representative: On arrival, you must nominate one person to take responsibility for your group's use of the camp site. That representative must be contactable by mobile at all times that your group is onsite.
4. Fire Warden: On arrival, you must nominate a responsible adult to be your group's fire warden. The Custodian will explain the fire safety procedures and the fire warden's responsibilities, which will include ensuring that all members of your group follow fire safety instructions if required to do so. The fire warden will be issued with an armband, key and instruction package, all of which must be returned to the Custodian at the final inspection.
5. Use of the Private Lake: The camp can arrange use of the private lake. Access must be booked well in advance by telephoning Glen or Louise Houghton on (09) 411 8603. The lake, waterfall and the access to it is private property and will be at the sole discretion of the Houghton family.
6. Custodian : please ring 24 hours before hand to confirm time of arrival

#### **While you are onsite**

1. Safety: It is your responsibility to supervise the use of all equipment used onsite, whether it belongs to the camp or to your group. The safe use of equipment and the campsite includes moderating your activities to your campers' capabilities. Any unsafe behaviour by your group's campers at the camp site will not be tolerated and could lead to immediate expulsion from the site. Please make sure you also supervise your young children.
2. First Aid: The camp does not provide first aid supplies.
3. Telephone: There is a camp telephone for use by visitors, tel.(09) 411 8570. The line is toll barred,
4. Repairs and Utilities: Please report any damage or failure of equipment immediately to a Custodian immediately. All repairs to camp property or equipment, or visits by tradesmen or utility companies must be arranged with the Custodians, without exception.
5. No Smoking: Smoking and the burning of incense are not permitted at any time within the camp's grounds
6. Campfires: There is a designated campfire area, which may be used only with the Custodian's prior consent, which will be withdrawn if your group's use of the campfire area becomes irresponsible or dangerous.

7. Noise: Please keep the use of stereo equipment and speaker systems within reasonable times and volumes. Noise must be reduced to an appropriate level from 11pm.
8. Mattresses: Please do not remove mattresses from the bunks or beds. You will be charged for any damage.
9. Alcoholic drinks, drugs, firearms, gambling: Drinking, drug taking, possession of firearms and gambling are prohibited. This includes air raffles and BB guns and paint ball guns.
10. Visitors: You must keep an accurate tally of the number of visitors who join your group each day, including children, caterers, speakers, teachers, parents, etc. The Custodian will also keep a check on the number of people coming and going, and every visitor will be charged for at the normal per day rate, whether they stay overnight or not.
11. Vehicles: bus to be single axle no greater than 12 metres. There is limited parking (25-30) cars
12. Animals and pets: The local council lays possum traps and poison on a regular basis, so no pets or other animals are allowed to be brought into the camp grounds.
13. Environment: Please respect the plants, wildlife and native bush that helps to make the camp such a great place to stay. Don't cut down trees, or remove plants.
14. Custodians: The Custodians are here to help you, but they are also responsible for caring for the camp site and making it safe for your group and others. The Custodians house and all their equipment is out of bounds to camp visitors. Please respect them and the job they do.

### **When you leave the campsite**

1. Cleaning: At the end of your camp, and before the final inspection time, your group is responsible for ALL cleaning of ALL areas, inside & out (as per the Departure Checksheet) to the same standard and condition it was in before arrival. If cleaning is of poor standard, we reserve the right to charge a cleaning fee, and any future bookings will require you to book & pay for professional cleaners.
2. Rubbish: Your group is responsible for removing all rubbish from the campsite. We provide standard 60 litre rubbish bags at a cost of \$2.50 per bag: you must buy Rubbish Collection Stickers from the onsite Custodian.
3. Damage to the camp site: You will be charged for any damage to or loss of camp property (including Custodians' property), and for removing any graffiti. We reserve the right to charge for damage or loss not discovered until after your departure,
4. Keys: Please return all keys at the end of your camp. We will charge you for replacing all the locks if keys are not returned at final inspection.
5. Camp equipment: All camp equipment must be returned at the end of your camp in good condition, including the fire warden's instruction package.
6. Final inspection: Your designated representative must pre-arrange with the Custodian a time to inspect the camp site at the end of your stay. If you are not ready at the agreed time, or if cleaning duties are not completed (including if your contracted caterers have not left the kitchens in an acceptable state), or if you have mislaid keys or the fire warden's equipment, we reserve the right to charge you at a rate of \$60.00 per hour for any additional work required to sign off your departure.

### **Your final account**

1. At the end of your group's camp, we will give you or send you by mail a final account for any visitors or campers not already paid for, plus any costs for repairs, lost camp property, keys and locks, and any excess cleaning charges.
2. Final account settlement is due within 10 days from the date of invoice. If the account is still not paid within 21 days, the details of the person who signed the original booking form will be forwarded to our debt collectors.

**OUR GOLDEN RULE: Our Campsites should be used carefully, safely and with respect. In return, we will respect you and your group and aim to ensure you have a fantastic camp with us.**

If our Custodians believe that your group is not respecting the rules or their reasonable instructions, creating a serious nuisance or risk to the safety of others or the camp, or generally not behaving within the camp grounds in an appropriate way, we reserve the right to require you or any of your group to leave the camp grounds immediately. Any expulsion will be without prejudice to our right to charge you for and collect any outstanding accommodation fees for the duration of the camp, and any repairs, lost camp property, keys and locks, and excess cleaning charges.