

BOOKINGS

A Tentative booking may be made but must be confirmed in writing within 14 days. Confirmation must be accompanied by a signed and completed booking form and a deposit of \$1000. This is not refundable on cancellation of booking. Minimum booking number is 30 campers for a minimum duration of 2 nights for Standard Camps, and 50 campers minimum for Deluxe camps. For weekend bookings, the minimum booking number is 50 campers for a minimum duration of 2 nights. For long weekends, the minimum booking number is 70 campers for a minimum duration of 3 nights. **Minimum stay is 2 days unless otherwise agreed by Centre Management.**

FINAL NUMBERS AND CANCELLATION POLICY

- If a booking is cancelled less than 90 days prior to the occupancy date, that group will be required to pay a minimum amount of 80% of the total booked
- If numbers are reduced less than 30 days prior to the occupancy date, that group will be required to pay a minimum amount of 80% of the total booked.
- If a booking is cancelled less than 30 days prior to the occupancy date, that group will be required to pay a minimum amount of 100% of the total booked.
- Should a booking be secured by the Centre in substitution then the minimum amount due will be reduced by the value of the substitution.
- A group may change their occupancy dates up to 90 days prior to their arrival dates with management approval. No further occupancy date changes will be accepted. Should this booking be cancelled the cancellation penalty of 80% of the total booked will be applicable, along with the forfeit of your deposit.

DISCIPLINE

The person booking the Centre will be responsible for the behaviour of the group. The management reserves the right to ask any person who does not abide by the rules of the Centre to leave the property. Any conduct inconsistent with the Baptist Churches of WA beliefs and purposes will be deemed unacceptable behaviour.

- Accounts:** are to be paid within 7 working days upon receiving invoice. Any breakages or additional charges will be included.
- Alcohol/Drugs:** Under no circumstances is any alcohol, illegal or any non-prescribed drugs to be brought onto the property.
- Ball games** are strictly prohibited on the grassed area around the cabins and in any indoor facilities, with the exception of the gym.
- Beds and Bedding:** Beds in the cabins are double-bunks. Mattresses and bed coverings are not to be removed from the beds or cabins.
- Cabins:** are to be used for sleeping, resting and study only.
- Check in and out times:** Rooms are to be cleaned and vacated by 10.00 am on the day of departure. Site arrival and departure time to be pre-arranged by Centre Management.
- Cleaning:** The facilities are expected to be kept in a clean and tidy state. At the close of occupancy, each group is to leave the property in the way in which it was found, this includes cabins and the grounds. Please dispose of all litter in bins provided. Group leaders are to ensure all cabin rooms and grounds are left in a clean and tidy state at the end of your stay
- Curtains & Blinds:** are to be left on the tracks, do not remove them.
- Equipment:** Items such as chairs, tables, screens etc must be returned to the place from where they came. Dining room chairs are not to be taken outside.
- External Activity Providers:** If engaging a third party activity provider, please supply Provider Name and ABN, Activity description and current Public Liability Insurance evidence. Camp Management reserve the right to full discretion over the activity providers admitted to camp premises.
- Final Numbers:** for catering purposes must be notified to the Centre, not less than 14 days before the commencement of occupancy.
- Fires:** No fire may be lit without the permission of the Centre Management.
- First Aid:** It is the responsibility of each group to provide its own First Aid equipment and provider.

DISCLAIMER

The applicant acknowledges The Baptist Churches of WA and the Management of Serpentine Camping Centre will not be responsible for any loss or damage to any property brought on to the Centre. Should any claim be made for such loss or damage to property owned by any person associated with the applicant, or any person or body corporate associated with such person, then the applicant will indemnify The Baptist Churches of WA and the Management in respect of all such claims.

14. **Laundry:** A coin operated Washing Machine is available for use. Please see management for laundry powder available for purchase.
15. **Linen:** All guests staying in cabin accommodation must use a bottom sheet due to health and safety issues.
16. **Lighting:** Please ensure all lights are turned off when your rooms are not being used, leave exterior cabin lighting on at night.
17. **Meals:** Assistance in clearing of tables and the general tidying of the Dining Room after the meal is requested with Standard and Deluxe bookings.
18. **Menus:** can be varied and packed lunches can be arranged on request 14 days prior to the commencement of occupancy.
19. **Noise:** In consideration of neighbours, please reduce noise levels by 10pm and all noise must cease at 11pm and must not commence before 7am.
20. **PA system:** is only to be used by qualified and authorised persons.
21. **Pets:** are not permitted on the property.
22. **Property damage and loss:** All breakages, graffiti and losses to the Centre's property or equipment are to be reported immediately to the Centre Management. They will be invoiced to the group.
23. **Rates:** are inclusive of the use of all facilities, accommodation and catering. Rates are subject to review. Allocation of cabin rooms is determined by the numbers booked and confirmed.
24. **Smoking:** is only permitted in the designated smoking area. No smoking in any camp building.
25. **Swimming Pool:** Groups must provide appropriately qualified and quantity of lifeguards prior to use of the pool. The pool is not approved for night use and must be locked at all times when not in use. (Pool use is seasonal, please confirm with your booking).
26. **Vending Machines, Telephone or any other equipment not working, should be reported to a member of staff. DO NOT abuse them.**

I acknowledge that I have read and understand the terms and conditions of this Hire Agreement. I acknowledge it is my responsibility to inform the group of these conditions.

I accept these conditions on behalf of _____ .

Signed

Date

If the applicant is not an individual, state the authority of the person signing: _____

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