



# How to book with us

- 1.** Enquire via our 'Contact Us' Page with your school name, estimated amount of students and dates options.
- 2.** Confirm the activity program and email us to set in your dates in our booking system.
- 3.** Ensure your booking is secure by paying the deposit and returning the signed hire agreement. Camp Sunnystones will email you these documents.
- 4.** Download the forms for submission to school council/DEECD.
- 5.** Access our online portal with a helpful check list on what your next steps are for managing your booking. This portal will get sent to as a link via emails.
- 6.** Book transport for your camp. Our local bus line is Christians Bus Company in Bacchus Marsh.
- 7.** Inform Camp Sunnystones of your estimated numbers and add to online portal with allergen information, at least 4 weeks prior to camp. This is essential for us to be able to adequately plan your camp, prepare an appropriate program and ensure we can staff correctly
- 8.** Inform Camp Sunnystones of your final numbers and assign rooms on the online portal, at least 2 weeks prior to camp. This is essential for our food ordering and staffing. If your numbers change by a few, this is OK!

