



Hire Agreement and Camp Stay Documents



TERMS OF HIRE

This is an agreement made between you - the hirer, and Camp Sunnystones.

The payment of a booking fee by the hirer constitutes an agreement to hire from Kama (Vic) Pty. Ltd the sole use of the facilities at Camp Sunnystones, 98 Possumtail Run, Bacchus Marsh, 3340. By paying the booking fee, the hirer agrees to the following Hire Agreement.

LIABILITY - Kama (Vic) Pty. Ltd., trading as Sunnystones Country Retreat 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, except where the liability for loss of property or damage or personal injury is due to negligence by Kama (Vic) P/L its staff or agents. Sunnystones holds all necessary insurance for public risk and injury (as per industry and accreditation requirements) however it is advised that all user groups also hold their own insurance or seek appropriate advice.

PRIVACY ACT

The campsite gives assurance that any personal information including medical details collected by the campsite, or provided by the group leader, will remain confidential and only used for the purposes for which it was collected.



CAMPSITE REQUIREMENTS

CARE OF PROPERTY - The hirer agrees to exercise care in the use of the campsite and its equipment and to be responsible for any damage caused to the camp and its equipment. It is the responsibility of the hirer to ensure the facilities are not damaged throughout your stay and that prior to departure the camp is left clean and tidy.

CAMPSITE EMERGENCY MANAGEMENT PLAN - It is the responsibility of the Hirer to read and become familiar with the Campsite Emergency Management Plan.

CONDUCT OF BEHAVIOUR The Hirer is responsible for the conduct and behaviour of all persons onsite during the period of hire.

NOISE RESTRICTIONS - It is the responsibility of the Hirer to turn off all amplified music by 12 midnight. After this time noise must be kept to a minimum.

ALCOHOL CONSUMPTION - BYO alcohol is permitted at Camp Sunnystones. It is recommended that a member of the group holds a current responsible service of alcohol (RSA) certificate.

SMOKING - Smoking is permitted outside of the building, including the courtyard area. Cigarette butts **MUST** be placed in ashtrays or disposed of in a bin. As we are a school camp, if cigarette butts are found this will result in a reduction of bond.

ONSITE ACTIVITIES - All onsite activities are out of bounds except for the beach volleyball court and the playground area near the BBQ. Children are still required to be supervised on these activities. All other activities require a Camp Sunnystones staff member to run them for an additional fee.

CAMPFIRE USAGE - It is the responsibility of the Hirer to gain permission from Camp Sunnystones staff if the group wishes to have a camp fire. Camp fires mustn't be lit on days of fire danger including total fire ban days. Camp fires must never be left unattended and must be extinguished with generous amounts of water.

WOODHEATER USAGE - The group will be allocated a sufficient amount of wood for the indoor fireplaces for the duration of the stay. If you require additional wood please see Sunnystones Staff and this additional wood will be charged at cost.

USER GROUP REGISTER- Please fill in the attached user group register and return to Camp Sunnystones **staff at the beginning of the camp**. This must be an accurate record, including identification of individuals attending only for one night or one day etc.



CLEANING

The camp must be left in a clean and neat state in accordance with the **Self-Catering Guide** provided at the time of hire (also a copy is kept onsite in the camp kitchen). The following must be adhered to:

- All the tables and chairs must be wiped. Chairs should be then placed on top of tables.
- Furniture/Recreational tables must be placed back to their original positions, including chairs etc on the verandah and in the courtyard.
- The oven must be wiped clean and any crumbs and leftover food is to be removed.
- The dishwasher must be cleaned and drained. All dishes are to be washed and put away into their correct places.
- All food must be removed from fridges and taken by the hirer.
- The floor needs to be swept and spills mopped up.
- All rubbish is to be tied up and placed in the skips provided in the carpark. Please ensure separation of recycling and crushing of boxes etc before placing in recycling skip. Lids on both skips must be closed.

♣ Failure to clean the camp adequately will result in a deduction or forfeit of your bond refund.



PRICING POLICY

To confirm a booking the hirer must complete the following:

1. Pay a non-refundable booking fee of \$1500 (inc GST) upon receipt of the invoice. The booking fee is taken off the final invoice amount.
2. Return a completed copy of the Acceptance of Hire Form at the time of paying the booking fee.

Minimum Charge: Each booking attracts a minimum charge. The minimum charge for a booking will be based upon the required minimum number of people stated by Camp Sunnystones at the time of booking, usually via email. This minimum number will be given to groups with a quoted per head price. The group agrees to this minimum cost when they commit to the booking by paying the above stated booking fee.

Final Numbers: The hirer is required to confirm their final numbers 1 week prior to arrival, via email to kate@sunnystones.com.au; these numbers will be used as the final invoice amount (less any booking fee paid). For school groups and catered weekend groups, if upon arrival at Camp Sunnystones your numbers are less than your stated final numbers you will be invoiced for your stated final numbers.

Final Payment: The final invoice will be issued 1 week prior to your stay based on your final numbers provided.

The preferred method of payment is direct deposit - details are as follows:

Bank: Commonwealth Bank
BSB: 063 529
Acc: 1033 7066

Cheques should be made payable to Sunnystones Country Retreat.

Cancellations/Refunds - Booking fees and minimum charges are non-refundable unless cancellation is advised at least six months prior to the booking date. If cancellation is advised at least six months prior to the booking date, 50% refund of the booking fee will apply with no minimum charges.

BOND

A \$500 cash bond is required prior to arrival. It is at the discretion of Camp Sunnystones to retain any or the entire bond due to damages or failure to comply with any of the conditions stated in the hire agreement, including the appropriate cleanliness of the campsite.



Booking Form

GROUP NAME (hirer): _____

CONTACT PERSON: _____

ADDRESS: _____

MOBILE: _____

EMAIL: _____

EMAIL TO SEND INVOICE TO: _____

NUMBER ATTENDING: Adults () Children (aged between 5 & 13 ()

CAMP COMMENCES: / / Arrival Time:

CAMP CONCLUDES: / / Departure Time:

DO YOU GIVE CAMP SUNNYSTONES PERMISSION TO TAKE PHOTOS AND USE THOSE PHOTOS FOR PROMOTIONAL REASONS (Facebook & Instagram)

YES NO

A DEPOSIT CHEQUE FOR \$_____ IS ENCLOSED.

OR

A DEPOSIT OF \$_____ HAS BEEN DIRECT DEPOSITED.

A \$500 bond is required either prior to arrival at the campsite or upon arrival.



Weekend User Group Register

This document will be used in a case of emergency.

It must be accurate and adjusted accordingly over the weekend if additional participants come to the campsite and also if they permanently leave the campsite.

This document must remain attached to the pinboard in the kitchen area at all times.

Name of Group _____

Date of Stay _____ **to** _____

**Please note the homestead has a sleeping capacity of 90.

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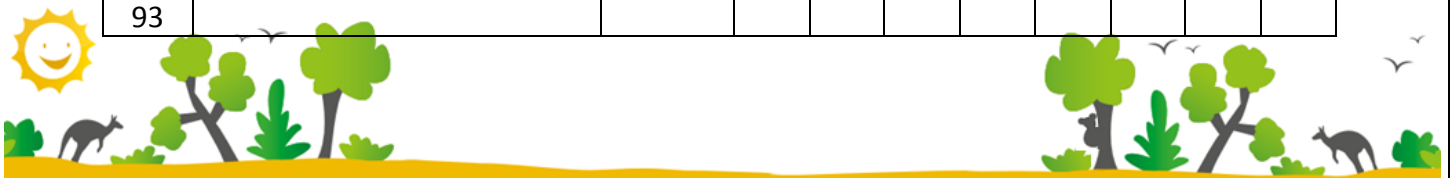


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