

# CONDITIONS OF HIRE



## BOOKING ENQUIRY

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UPCC has absolute discretion whether to accept a booking request. If UPCC accept the booking request, the following conditions will apply.

## HIRE FEES

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- Tentative bookings must be confirmed within 14 days. We require a 25% deposit based on minimum numbers. On booking confirmation, you will be sent a booking deposit invoice that must be paid within 14 days, otherwise your booking may be cancelled. The deposit can be refunded if the booking is cancelled more than 4 months before the date of arrival, or if we are able to re-book those dates.
- **Schools:** The minimum school booking number is an average of 30 students for the duration of the booking. Final numbers must be confirmed and entered into the booking portal (under Estimate Attendance) at least 7 days before the camp.
- **Other groups:** The minimum group booking number is an average of 30 adults for the duration of the booking. Final numbers must be confirmed at least 7 days before the camp.
- Rates are inclusive of accommodation and all meals including morning tea, afternoon tea and supper. Rates are subject to review but will be confirmed upon booking. Extra charges may be incurred for some onsite / offsite activities. This can be confirmed upon request. The invoice amount will be based on the numbers entered into the booking portal after UPCC confirmation.
- You will be invoiced following your stay. Payment via cash or bank deposit is accepted. The invoice must be paid within 14 days of issue. Any breakages or additional charges will be added to the invoice. Sorry, we have no eftpos or credit card facilities.

## ACTIVITIES (if applicable)

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Any activities you require during your stay must be agreed upon before arrival. It is the responsibility of the hirer to provide responsible people to be trained / supervise in specialised activities, according to UPCC's SOPs (Standard Operating Procedures).

UPCC reserves the right to suspend activities if safety is compromised.

## FOOD

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- It is the responsibility of the hirer to notify UPCC of any food allergies, or special dietary requirements no later than 7 days before arrival, using our booking portal.
- The Group Leader must designate a person to be responsible for the supervision of all meals for guests/students who have dietary requirements.

## CAMP RULES

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- All instructions on signs must be followed.
- Do not move ANY furniture (including tables, couches and beds) without permission from management.
- No ball games in or around buildings. Ball games are only to be played on the tennis court, in the Rec Hall, or on the oval.
- Only walk on paths, lawn or roads. Do not walk on gardens, climb embankments, or go into the bush.
- We have septic tank toilet systems - so don't put anything in them that shouldn't be there.
- All primary aged and pre-school children must be accompanied by a responsible adult at ALL times.
- Do not access any buildings that your group has not been allocated.
- Fire extinguishers, smoke detectors etc. are not to be tampered with.
- All damage must be reported and paid for.

## GROUP TEACHERS/LEADERS RESPONSIBILITIES

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- Are responsible for the supervision of campers at all times.
- Adequate numbers of responsible and capable leaders over the age of 18 are to be provided by the hirer, to enable supervision and safety of guests.
- To ensure that campers under 18 have appropriate parent/guardian consent to attend camp.
- To ensure all leaders have the necessary Working With Children Checks and Childsafe Training.
- To provide a Child Safe Policy for the hire period upon request.
- To complete the Camper Information Register with both leader and camper names.
- To ensure campers & group visitors understand and follow UPCC's rules and safety procedures.
- To complete the Illness /injury register for any incidents.
- To keep the dining room clean after every meal – wiping tables and sweeping as necessary.
- Before leaving, all rubbish needs to be in bins, leaving bedrooms as found and leaving UPCC's mattress covers fitted.

Any conduct inconsistent with UPCC code of conduct will be deemed unacceptable behaviour. UPCC reserves the right to ask any person who does not abide by the code of conduct, or the rules of the camp, to leave the property.

## SAFETY, EMERGENCY and FIRST AID PROCEDURES

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- It is the responsibility of each group to ensure campers understand and follow UPCC rules and procedures.
- It is the responsibility of the hirer to assemble guests at the earliest mutually convenient time for a safety briefing.
- No non prescribed drugs are to be brought onto the property. Alcohol can be brought onto the property with expressed permission from management.
- Smoking is not permitted within any of the buildings. There are tins outside the main building for smokers to dispose of cigarette butts. Cigarette butts must be disposed of in these tins.
- All personal electrical equipment must be tested and tagged prior to use, in accordance with applicable laws.
- No fires or BBQ may be lit on the property without the consent of UPCC manager.
- It is the responsibility of each group to provide their own First Aid equipment and provider.
- Evacuation area is Car Park A. In an emergency, proceed to the evacuation area and sit quietly in your room groups
- UPCC managers are to be informed of any calls for emergency services. Campers should familiarise themselves with the position of exits, fire fighting equipment and evacuation procedures.
- Being a rural property, there are risks such as dams, snakes etc. Children must be supervised at all times by a responsible adult.
- If the Fire Danger Rating for the North Central District is Catastrophic, UPCC will invoke it's EMP. Any persons must evacuate the site the night before or before 10am on the day. If the Fire Danger Rating is Extreme, operation is as normal with a heightened sense of awareness, and hourly monitoring of the CFA website and 774 ABC Melbourne. Regular communication with the group to ensure they are aware of any threats. If the CFA or UPCC decides that there is heightened danger from a nearby fire, an evacuation will be initiated immediately.
- All vehicle parking is strictly at the owner's risk and only in designated car park areas. Unauthorised vehicles are not to be driven around the property at any time. Note: Walking Pace Speed Restrictions apply.
- No pets are allowed on the property – unless authorised by UPCC management.

## INSURANCE

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Whilst UPCC holds Public & Products Liability insurance for the Centre it is a requirement of Hire that hiring groups hold a minimum of \$10,000,000 Public & Products Liability to cover their own activities whilst at the site. A copy of this insurance will need to be submitted with this booking form.

## DISCLAIMER

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The Owner/Operators, Managers and Staff of UPCC disclaim liability for any and all bodily injury or illness suffered by any person in the use and hiring of this campsite and its facilities, except to the extent that bodily injury or illness were caused, or contributed to, by a negligent or wilful act or omission of the Owner/Operators, Managers and Staff of UPCC.

## WAIVER

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The person booking the camp is responsible for ensuring that;

- Each individual understands that the activities provided can cause injury, and they all understand and accept this risk. These activities include Flying fox, indoor rock climbing, canoeing, tube slide, archery, initiatives, bush walking, geo caching, orienteering, camp cooking.
- Each individual is aware that they are responsible for their own actions and they must confirm that they are able to physically participate in the activities they choose to participate in.
- They pass on all details of the activities conducted by UPCC including risk management plans to any parents/guardians to allow them to assess and accept the risk on behalf of their children.
- The applicant or individual participant should request more information should it be required or if anything is unclear prior to or during their stay. They are under no obligation to participate or complete any activities.
- They are signing on behalf of all participants, and that the participants are aware of this. For Schools, a teacher can sign on behalf of the students.
- This waiver doesn't apply in respect to a negligent act caused by UPCC staff.