

GENERAL CONDITIONS OF HIRE

Here are some rules so that your stay may be safe and enjoyable for your group and those that follow. Feel free to discuss these in further detail with the Camp Manager. Thanks for your co-operation which assists the safe administration of the Camp & your Group (and also other Groups).

THE CAMP MANAGER: The Camp Manager acts on behalf of the Tandara Camp Management Organisation in the administration of the day to day running of the Camp. Any queries or problems before, during or after your stay should first be referred to the Camp Manager.

SUPERVISION: The hiring group leaders are responsible for the health, welfare and behaviour of their group at all times. This includes those times when being assisted or under instruction by any person acting on behalf of the Tandara Camp. Use of the low ropes course must always be supervised by Tandara staff.

PROPERTY: Any property damage, defacement or loss must be reported to a member of camp staff immediately. Replacement or repair costs will be included with the normal invoice issued at the conclusion of your stay. It is recommended that upon arrival, a leader(s) is to inspect the property and advise a camp staff member of any damage or matter they believe requires attention. This inspection should take place before the buildings are made available for use. **All Paint products are banned from use within the Camp Buildings.** If a tradesperson is required to perform a repair, a \$200 minimum fee applies.

DORMITORIES: The minimum number in each en-suite dormitory is **FIVE CAMPERS** on average. You will be required to notify management of your total numbers at least 24hrs prior to the commencement of your camp. Any extra rooms required will incur a \$55 usage fee per/room. Food or drink is not allowed in dorms.

BEDDING: You are required to bring all bedding (sheets, pillows, doonas/sleeping bags, and towels etc). Each room has spare blankets. **Please note all fitted sheets on all beds are mattress protectors only, you are required to bring your own bottom sheet or a sleeping bag.**

HALL: Furniture such as the Pool Table and Piano must remain in their fixed positions, any attempt to shift these items will incur damage to these items and repairs will be charged out to the user group.

KITCHEN: Tandara Camps are catered. No Campers are permitted to enter into the main kitchen without permission.

FITTINGS: Beds, mattresses, blankets, furniture, kitchen equipment, fittings or part thereof shall not be removed from the buildings without the direct permission of the Camp Manager or Staff.

CLEANING: We expect the camp to be kept tidy at all times. On departure we require groups to clean the dorms, hall, and grounds. A comprehensive cleaning list of duties is located in each dorm (behind door) and in the hall. If all assist with these tasks, it usually doesn't take long.

HALL / DINING AREA

- Sweep floors
- Return all furniture/equipment to its place
- Put chairs away in store room

BEDROOMS

- Pick up rubbish
- Empty rubbish bins into outside bins
- Fold up any blankets
- Straighten beds and mattress protectors

CAMP GROUNDS

- Pick up any litter. Return any sports equipment and furniture to its allocated place.

Upon departure please contact management for final inspection of your cleaning.

An extra fee will be charged for groups failing to clean to these directions from camp management.

MEALS: Meals are served at regular times shown below. **CAMPERS ARE PROHIBITED FROM BRINGING FOOD ONTO THE SITE AT TANDARA (NO CHEWING GUM OR NUT PRODUCTS ARE ALLOWED ON SITE):**

- Breakfast 7am – 8am
- Lunch 11am - 12pm
- Dinner 5pm - 6pm

EMERGENCY PROCEDURES: A copy of our emergency procedure protocol is located in the hall and is available prior to your arrival on request.

FIRST AID: All First Aid requirements are the responsibility of the Hiring Group, including provision of First Aid supplies. As a back-up, First Aid kits are located at the Office, and Kitchen.

CONTACT PHONE NUMBER WHILE AT TANDARA: most mobile phones work in Halls Gap and it is advised that your camp leader has access to a phone and has let relevant people know their number. In case of emergency the office number is 03 5356 4253 or 0427 564 254

FIRES - NO FIRES ARE PERMITTED ON TOTAL FIRE BAN DAYS: No fire may be lit without the direct permission of the Camp Manager and only in areas as directed. Constant supervision and the following of current CFA guidelines is the sole responsibility of the camp user group. Camp Fire Wood can be supplied at a charge (you may provide your own). Camp staff may extinguish a fire anytime.

ILLEGAL & OFFENSIVE ITEMS: Illegal drugs, Firearms, ammunition, any weapons (including knives), firecrackers/rockets and pornographic items are strictly forbidden on the Camp property at all times.

ALCOHOL POLICY: Alcohol is not permitted on the camp property **without prior arrangement with the Camp Manager**. Any person with unauthorized possession of, or under the influence of, alcohol, may be asked to leave the campsite. **BOTTLED BEER (STUBBIES) ARE NOT PERMITTED** - beer must be in cans.

SMOKING: Smoking is not permitted on the Camp Property.

PETS: Sorry no pets are allowed, (Guide dogs are welcome).

VEHICLES: Vehicles are to be driven in a safe manner, on driveways only. The Camp speed limit is 10kph.

NOISE: Noise is to be kept to acceptable levels at all times, having regard to our good neighbour policy. This is to be strictly adhered to between 10pm and 8am. Camp staff are authorised to direct noise level moderation.

MINIMUM NUMBERS: A minimum charge exists equal to 35 adults for each of the North and South wings. If you wish to have sole use of Tandara, the minimum charge is what our fee would normally be for 60 adults. If available, extra bedrooms can be opened for a usage charge of \$55 per room.

ACTIVITIES: Tandara has a range of activities available upon request, 2 weeks' notice to Tandara staff is required for the use of Staff led activities.

CAMP MANAGEMENT RESERVES THE RIGHT TO TERMINATE OCCUPANCY WITHOUT NOTICE, FOR ANY BREACH OF THE AFORE MENTIONED CONDITIONS FOR HIRE, OR FOR ANY UNDESIRABLE CONDUCT AS DETERMINED BY CAMP MANAGEMENT. Termination of occupancy will not preclude the group or individual from obligation of payment that would have applied during their normal stay. By signing the Conditions of Hire agreement you have agreed to these terms and Conditions and will take full responsibility to communicate these with your group.

Signed:

for

Client group

Date:

__/__/____