

Booking Form

Please carefully read our Booking Conditions (Schedule 1), then complete and sign this form to confirm your Koonjewarre Booking and return to us along with the required deposit.

Group Name _____

Group Leader Name _____

Email address _____

Postal Address _____

_____ Postcode _____

Phone Contact 1 _____ Phone Contact 2 _____

In/Start Date ____/____/____ Time _____ am/pm Approx Number of Participants _____

Out/End Date ____/____/____ Time _____ am/pm Approx Number of Staff _____

ACCOMMODATION

FAMILY UNITS - capacity 64 people

DORMITORIES- capacity 86 people

MOTEL UNITS-2 x capacity 3-4people

COTTAGE- 1 x capacity 4 people

CATERING-Number of Meals Required (One days catering = 3 meals i.e. Breakfast, Lunch, Dinner)

END OF CAMP CLEANING \$150

YOUR DEPOSIT

\$750.00 by EFT to.... Koonjewarre BSB: 064 001 A/c 10890561

Please include your group name as the transaction reference so we know the payment is yours

I have read understood and agree to the Koonjewarre Booking Conditions (Schedule 1)

I have taken special note of the conditions relating to minimum charges and costs of cancellation

I am authorised to sign on behalf of the organisation or group

Signature _____ Full Name _____ Date ____/____/____

PLEASE COMPLETE AND SIGN THE FORM AND RETURN WITH A CONFIRMATION OF PAYMENT

SCAN AND EMAIL TO info@koonjewarre.com or POST TO Koonjewarre 2806 Springbrook Rd, Springbrook 4213

Schedule 1- Terms & Conditions

GENERAL

I have read and understood the contents of the Koonjewarre Information Package

On arrival an information booklet will be provided to the person in charge outlining safety protocols and general information for the smooth running of the camp.

If you wish to cancel or re-schedule all or part of a booking, you must notify us in writing.

WHEN BOOKING KOONJEWARRE

THE FOLLOWING BOOKING CONDITIONS APPLY:

The Deposit is non-refundable.

A weekend booking is to be a minimum of 2 night's accommodation and 6 meals.

A Holiday long weekend booking is to be a minimum of 3 night's accommodation and 9 meals.

Exceptions to the above rules will be considered if a last minute booking is accepted.

Cancellation less than 3 months before arrival will incur a charge of 50% of the projected accommodation invoice total.

Children below 6 years of age stay free of charge but are not included in the minimum numbers.

Groups are responsible for cleaning duties and washing up their dishes during their stay as per the procedures displayed at the venue. If required we can provide a wash-up crew at your expense.

Please ensure you check with Koonjewarre staff before departure. If the venue is left in an unsatisfactory condition at the time of departure, an extra cleaning fee may be invoiced to your group.

RESPONSIBILITIES

1. Persons in camp include all overnight campers and visitors using any part of the grounds, adult leaders and supervisors and transport staff.
2. Camp Director is responsible for seeing that all Regulations and Conditions of Hire are understood and observed by the group under their control. Failure to observe these may incur cancellation.
3. Parking. Vehicles should be parked in the areas provided. After disembarking passengers and equipment, vehicles must be moved to these areas. Please observe a safe speed limit of 10 kph in the camp areas.
4. All flora and fauna is protected and must not be disturbed, damaged or removed from grounds.
5. Intoxication and drug use of any kind will not be tolerated. Offending campers will be required to vacate the premises immediately. Smoking is not allowed inside any building on the campground.
6. Fires may be lit only in approved places, will be organised by the Caretaker and provided and lit on request.
7. Out of bounds areas are well marked and should be observed by all. Please keep out of neighbouring properties.

8. Damage to buildings, equipment or grounds must be reported to the Caretaker. Liability will be assessed where possible before the group leaves the campgrounds, and costs added to the account.
9. Cleanliness of the camp is the responsibility of the Camp Director. Cleaning materials are supplied in each area used by campers and it is the responsibility of campers to keep all areas that are used clean and tidy.
10. Lights and electricity use. Lights are to be switched off when rooms are not in use. Heaters brought onto the premises will be charged at a rate of \$10 per day per heater. All such appliances must be declared to the Caretakers.
11. First aid and insurance. First aid equipment and items must be provided by each group. To satisfy your insurance conditions, any activity likely to cause injury to a camper must be avoided. If any such activity occurs, it will be at the camper's or group's own risk.
12. Adventure courses. All procedures must be adhered to, qualified staff must control activities, and public liability insurance must be held by the participating group. Koonjearre will not accept responsibility for injuries that occur to participants under the control of visiting instructors. Procedure manuals are available from the Providers.
13. Children. Please note that Koonjearre Rules require that all children be supervised by an adult at all times. No responsibility will be accepted for injuries to unsupervised children who are on Koonjearre premises.
14. Koonjearre cannot take responsibility for any personal items or equipment supplied by you during your stay or left at the venue on departure.
15. Inspection of facilities is to be conducted on arrival and departure by the Camp Director and the Caretaker.
16. Payment of account. Tax invoices for accommodation and for catering will be issued prior to departure. Payment in full is required within 7 days.

CATERING

Your final numbers and any special dietary requirements must be provided in writing

NO LATER THAN SEVEN DAYS PRIOR TO THE COMMENCEMENT OF CAMP.

Your invoice will be based on these final numbers or the actual numbers – whichever is greater.

Cancellation less than 28 days prior to your service will incur a 100% cancellation fee.

Cancellation less than 3 Months prior to your service will incur a 50% cancellation fee.

Cancellation of your catering service must be in writing.

Any additional people or visitors who are provided with catering must be must be declared and will be charged for.