



Campsite Booking Form and Hire Agreement

This Agreement is made between Koinonia Ministries Ltd (here in called the Operator) and the hirer.

This agreement sets out the terms and conditions for the hire of the campsite for the period detailed below.

Where this agreement is entered into in a place other than New South Wales, Australia, the laws of New South Wales, Australia are the laws this agreement operates under.

For the purpose of this agreement, for the total duration of the camp or other event covered by this agreement and at any time any place agreed to and at any time any person enters the property commonly known as Koinonia at 29-41 Terrace Street, Evans Head they enter a recreation facility and are taking part in a recreational activity as defined by the Civil Liberties Act 2002.

Voluntary Entry and Voluntary participation in Recreational Activities: All persons entering the site do so voluntarily and all participation in any recreation activity is on a volunteer basis.

Numbers: At the time of booking or 4 months prior to the camp (which is ever later) an estimate of final numbers is required before booking. This estimate is to be plus or minus 30% is the minimum cost of the camp. Final numbers need to be confirmed seven days prior to the camp so that food can be ordered and staff arranged. An invoice will be issued at this time for the camp which is to be paid upon arrival.

Agreement: The payment of a deposit by the hirer and the signing of this document constitute an agreement to hire the facilities of the campsite and / or the services of the operator and to adhere to the conditions of the hire included in the document.

Deposit: A deposit of 10% of the total estimated cost of the camp must be returned with a signed copy of this form within 7 days to confirm your booking. A tax invoice for the deposit will be marked paid will be returned to the hirer once the deposit has been paid and the cheque cleared. The booking is not confirmed until a deposit and a signed copy of this form will be held for 2 weeks. After this time the dates may be offered to another group.

Payment: The balance of the fee is due upon arrival. An estimate will be sent to the hirer one week prior to the start of the camp based on final numbers. If necessary any additional expenses (breakages / extra persons) will be invoiced and payment is required within 7 days.



Cancellations: In the event of a cancellation more than 120 days prior to the commencement of the camp, the deposit will be refunded less a \$50 administration fee. In the event of a cancellation less than 120 days prior to the camp and more than 60 days prior to the camp, the deposit will be forfeited. Cancellations less than 60 days prior to the commencement of the camp will be charged 100% of the minimum cost of the camp.

Liability: The operator and the lease holder, including their agents and employees do not accept liability for loss or damage to any property or personal injury arising from the use of these recreational facilities or taking part in recreational activities in association with the operator or lease holder

Nominate area used: Camp hirers must nominate areas used whilst attending the campsite. For example: If your group chooses Koinonia catering the camp kitchen would not normally be used. If the Camp Kitchen is required Koinonia management must be informed.

Safety: All guests are asked to report to staff of any situation they feel is unsafe during the running of the camp.

Accidents or Incidents: All Incidents or Accidents must be reported to the Koinonia Ministries office however small or large before departure to ensure Incident reports are completed.

Occupancy: This agreement is on the basis of shared occupancy during the period of hire unless otherwise agreed. For any group to be granted sole occupancy for any period they are required to book a minimum of 60 people and pay for a minimum of \$1980.00 per night accommodating cost.

First Aid Requirements: The hirer is responsible for assessing the first aid needs of the group and providing the necessary first aid equipment and training. During programmed activities provided by the campsite and its agents and employees, first aid equipment and service is provided by the campsite.

Accidents of Medical Emergencies: In the event of any accident of medical situation where the instructor, camp staff or leader deems it necessary to obtain medical assistance an ambulance will be called and all expenses will be met by the hirer. If the accident or medical emergency occurs in an isolated setting where the ambulance access is unavailable, the camps emergency management plan for the off site activities will be followed.

Emergency Management Plan: A detailed copy and explanation of the emergency management plan will be given to group leaders on their arrival at Koinonia. The leader in an emergency is the camp duty manager. If they are unavailable then the group leaders become



the leader until they arrive. In the event of an emergency off site, the camps emergency management plan will be followed.

Responsibilities of Guests: Guests are expected to clean up in the dining area after meals, to maintain the site and its buildings in a neat and tidy manner during the camp and to clean up as per attached schedule prior to depart from the camp site.

Noise: The Group leader is responsible at all times for the behaviour of members of their group. We ask that consideration be given to all our neighbours in relation to noise and activities. Particular care is to be taken in moving between the camp site and the beach, river or oval. Guests are required to conform to a “noise curfew” after 10.00 p.m. until 7:00am

Damage to Campsite: Some minor accidental damage may be caused by fair wear and tear on the site. The acceptance of fair wear and tear on site is solely at the discretion of the Manager of the site. The cost of this is paid for by the camp. All other damage is to be paid for by the hirer. In the event of the damage to the site rendering it unusable or unsafe the group responsible will pay whole site hire fees such time as the camp is in a condition to be relet.

Guest List: The hirer on arrival must provide a complete list of campers including all day visitors. An accommodation allocation will must be filled out prior to the first evening to ensure management are able to find all members of your group in the event of an emergency.

Health & Consent Forms for groups using the Koinonia Provided Activities: Provided by the campsite, all must complete a health and consent form, and is to be handed to the operator on arrival. These need to be organised into activity groups. At the conclusion of the camp these forms are to be kept by Koinonia.

Consent Forms for Younger Groups: A parent or guardian must accompany all children under the age of 18 years old unless a group leader holds written consent from their parent or guardian for the participation of the group.

Group Supervision: the group leader is responsible for guest supervision at all times. All groups participating in programmed activities run by Koinonia staff must have a responsible adult present with each activity group. This adult is required to supervise travel to and from activities, to hold a group roll call, to hold all group health and consent forms, and to supervise all participants waiting to have a go.

Child Protection Issues: Koinonia is a place whose mandate is to provide a place and activities that enhance the lives of children and young people. As part of this, Koinonia has developed a child protection policy which ensures the children and young people attending



our site will in no way be harmed. To assist us in this we ask you to adhere to the following guidelines:

- ❑ Koinonia recommends that all adults attending the event, whom may have the opportunity to interact with children and young people unsupervised, be subject to a Working with Children Check prior to attending the event.
- ❑ Where adults (not parents or guardians) occupy the same cabin as children, 2 or more adults should occupy the cabin and those adults should never enter the cabin or any other building alone. With a child except in an emergency.
- ❑ We require that children be supervised at all times by an adult group member and are always accompanied when going off site.
- ❑ Where an adult wishes to talk privately with a child, please use open areas.
- ❑ The user, for safety of children, assesses all games and activities provided by them.

Arrivals:

Groups arriving by bus are asked to go to the bus bay where they will be met by staff and escorted to their hall space. Any leader coming early is asked to report to the office on arrival.

Groups arriving by private car are requested to park in places where indicated and meet in the hall allocated to you. The group leader is requested to report to the office where a staff member will meet them and final arrangements for the opening of the cabins and supervision will be organised. Please note that children or young people are not to be left at the camp without supervision by a group leader at any time.

Safety Briefing: A safety briefing will be given to the members of the client group as soon as practical after arriving. It is responsibility of the group leader to ensure that members of their group who have missed this are informed of the contents of this briefing.

Catering: Breakfast is a continental style with juice, toast, cereal and spreads. Lunch is a meat dish with 4 or 5 different salads. Dinner is a hot meat dish served with 4 or 5 roasted or steamed vegetables. Alternatives are available for the meat dish at Lunch and or dinner, but will be incurred for alternate diets. Upon arrival we request that these people make themselves known to the catering staff. A menu for your camp will be available 1 week prior to your camp by phoning the catering manager on 66 824329.

Allergies: If you and your child have a life threatening allergy, please contact the camp on 66824329. Please note that foods may contain traces of peanuts, nuts, dairy, &/or preservatives.

Furniture: Our furniture both inside and outside is not to be moved – in the event that your group requires to move any furniture please ask at the office for permission before moving



anything and before leaving it is your groups responsibility to move all furniture back to its original position.

Management has the right to exclude any person from the park at any time whom they deem intoxicated, causing interference with neighbours, fellow campers, exceeding noise levels or not acting within the Spirit of Koinonia.

Alcohol is not in the spirit of Koinonia, If any group does have alcohol on site they must nominate a RSA accredited person to the office and be responsible for all members of the group that are consuming alcohol – The RSA is not to be drinking. If you do not have an RSA accredited person the camp can supply someone at a charge.

The site is to be left tidy with no excess rubbish left – Bins are located on the eastern side of the park.

The Climbing Tower situated in the Northern Camp site is clearly marked and out of bounds unless authorized by management.

Firearms, fireworks, unauthorised drugs, drug paraphernalia and or implements are not allowed on the campsite.

Occupants of cabins are required to bring their own bedroom and bathroom linen, pillows and blankets, except where specified

The occupant and/or any person the occupant allows on the site, or elsewhere in the park must not:

- a) cause or permit disturbance of the reasonable peace, comfort or privacy of Park Management, any other person lawfully in the park or owners/occupiers of any neighboring land;
- b) cause or permit a nuisance to Park Management, any other person lawfully in the park or owners/occupiers of any neighbouring land;
- c) cause or permit the interference with the proper use and enjoyment of the park by any other person lawfully in the holiday park;
- d) intentionally or negligently cause or permit any damage to the site or any other part of the park;
- e) use the site, or cause or permit the site to be used for any illegal purpose;
- f) cause or permit any unreasonable noise at anytime

Koinonia Management accepts no responsibility for any loss, theft or damage that may occur to an occupants' personal property whilst staying at the park.

Dogs and other animals are not permitted in the park

Crockery, cutlery, glasses and refrigerators:

- ❑ Catered group camps – these are provided for all catered camps in your dining room. Please ensure all crockery, cutlery and glasses are returned to the wash up area for



cleaning. Refrigerators and catering equipment which are stored in your cabin are for use of holiday accommodation guests only.

- Self catered groups using outdoor kitchen area – These items are provided in the outdoor kitchen. Please ensure that all items are washed thoroughly at the conclusion or your camp.
- Family accommodation Holidays – please use the items stored in the cabin. Please wash up and put away all items at the conclusion or your camp.

**Please secure my camp dates to as I have read and agree to the
Campsite Booking Form and Hire Agreement**

**Organisation
Name**

**Sign
Date**
