

Final payment

Date

Receipt No.

CAMP LONG BEACH

GROUP CAMP AND CONFERENCE CENTRE

ABN 41 098 118 506

93 / 95 Long Beach Road Long Beach, NSW 2536 Phone: 02 4472 7200 Email: camplongbeach@bigpond.com.au

Application Declaration

AGREEMENT: The payment of a deposit by the hirer constitutes an agreement to hire the use of the facilities.

PAYMENT: Full payment is required on arrival at the campsite. If necessary, any additional expenses incurred (extra campers, breakages etc.) will be invoiced and payment is requested within 7 days.

Final group numbers must be provided not less than 21 days before arrival, if numbers are less than quoted the quote will be adjusted. If final numbers are provided within 21 days of camp, the full quote must be payable.

CANCELLATION: Deposit **refunds** will only be given for cancellations made 90 days in advance of the camp date. Groups cancelling with less than 90 days notice to the campsite are liable for the minimum charge of 10% of the quoted price and not less than \$500. In the event of a cancellation by the campsite the hirer shall be entitled to a full refund of all monies paid.

TERMINATING THE OCCUPANCY

Camp Long Beach reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Camp Long Beach staff are empowered to take action as deemed necessary for the proper conduct of the camp.

LIABILITY:

Gibraltar Coastal Developments Pty. Ltd., trading as Camp Long Beach (campsite) 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.

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

POLICIES AND PROCEDURES: I agree to abide by the policies and procedures as adopted by 'Camp Long Beach' trading as **Gibraltar Coastal Developments Pty. Ltd.** in relation to our stay at 'Camp Long Beach'.

CONDITIONS OF HIRE: I have read and agree to the 'General Conditions of Hire'

MEDIA: I authorise 'Camp Long Beach' trading as **Gibraltar Coastal Developments Pty. Ltd.** to use slides, photos or videos of the person named on this application for records or public relations use.

Signature: _____

Date: _____

Camp Long Beach - General Conditions for Hire

It is the responsibility of each group to ensure that campers understand and follow (Camp Long Beach) rules and procedures. Each group must have a competent leader in charge to liaise with Camp Long Beach staff. Camp Long Beach recommends a ratio of one leader to fifteen campers (1:15). The group leader is responsible for camper supervision at all times.

Camp Long Beach staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision, safety and first aid. Camp Long Beach will provide written procedures for the conduct of specialised outdoor activities.

ARRIVAL/DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time.

Camp Long Beach staffs need to address the campers as soon as practicable after arrival. It is the responsibility of the group leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this then it is the responsibility of the group leader to convey the safety briefing to the campers according to Camp Long Beach staff directions.

WHAT TO BRING:

Sleeping bag or blankets, pillow, bed linen, towel, toiletries, personal needs, insect repellent, sun protection (slip slop slap) and torch. Overnight campouts will be advised.

EMERGENCY PROCEDURES

(i) **Procedures.** Emergency procedure notices are posted throughout Camp Long Beach and campers should make themselves familiar with the arrangements.

(ii) **Fire Fighting Equipment.** Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These should not be tampered with or removed.

iii) **Fires.** No fire or BBQ may be lit on the property without the consent of Camp Long Beach staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

(i) **Damage and loss.** All breakages and losses to Camp Long Beach property or equipment are to be reported to Camp Long Beach staff. They will be invoiced to the group. Camp Long Beach takes no responsibility for the loss or damage to personal property. Campers are only permitted to access the buildings to which they have been allocated.

(ii) **Parking.** All vehicle parking is strictly at the owner's risk and only in designated car parks.

(iii) **Speed restrictions.** Speed restrictions apply and are strictly enforced.

(iv) **The environment.** Camp Long Beach is a sanctuary for flora and fauna. National Park rules apply. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Garbage and recyclable materials are to be placed in designated areas.

(vii) Out of bounds areas.

All paddocks, gates, workshops, sheds, residences, surrounding property and lakes are 'out of bounds'. Other areas including work sites, specialised activities (ropes courses and initiative courses) are 'out of bounds' as directed by Camp Long Beach staff. These activities can only be accessed with the prior approval of Camp Long Beach staff and under adult supervision.

TELEPHONE

(i) Emergency calls. Camp Long Beach staff are to be informed of any calls for emergency services and will make the business telephone available for such calls.

(ii) Private calls. A telephone is available. Campers can be contacted on 02 4472 7200

FIRST AID

First aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff. Most CLB staff are senior first aid and will assist.

DAILY DUTIES

Camp Long Beach is to be maintained in a clean condition by the campers. **Catered groups** are to provide duty groups to set and clear tables for each meal. Other daily cleaning duties may be required and will be specified by Camp Long Beach staff. **Self-catered groups** are responsible for cleaning and maintaining all areas in a hygienic manner.

CLEANING/RUBBISH DISPOSAL:

Groups are responsible for cleaning up after each meal, which includes; cleaning of tables and floor, washing and restacking all crockery and cutlery. There are vacuums and dustpan available and a bin outside each bunkhouse, as well as outside other buildings. Mops, buckets and other cleaning equipment are available on request. Dispose of rubbish from bins into the dumpster near the garage, which is located up near the basketball court. Do not store or consume food in Bunkhouses. Keep accommodation and other buildings as well as grounds clean and tidy. Do not remove furniture, mattresses, and pillows from buildings. Before your departure, camp staff will inspect the camp to ensure that the standard of cleanliness is acceptable. **All damage, breakages and losses must be paid for.**

TOILETS AND SHOWERS:

To avoid septic system breakdown, use only paper provided. There are special disposal units for sanitary products in women's rest rooms.

PROGRAMS

Programs and activities are only available with approval prior to arrival at Camp Long Beach. The following specialised activities are available at Camp Long Beach: **low ropes course; initiative and trust activities; rock climbing and abseiling; archery, canoeing, surfing, snorkelling, beach carnival, marine discovery and bushwalking.** The rock climbing/abseiling, surfing, snorkelling, Battlefield laser tag, Overnight campouts and canoeing are only available with Camp Long Beach supervision. It is the responsibility of the camp hirer to provide adequately

trained, experienced or skilled leaders for other activities undertaken. Camp Long Beach reserves the right to withdraw equipment or access to activities should the camper group not provide suitably trained, qualified or experienced activity leaders, or be found abusing equipment.

When Camp Long Beach staff, including sub-contracted activity providers, demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers.

Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity, for those campers awaiting their turn and 1st aid. No specialised activities are to be undertaken without the prior approval of Camp Long Beach staff.

For groups providing their own program, a fee per head is charged for the use of Camp Long Beach equipment and use of the permanent recreation facilities eg the low ropes course.

GROUP LEADERS

It is the group leader's responsibility to ensure that:

- Campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp
- Each camper has completed a **health/medical record sheet**
- The campsite's **illness and injury register** is filled out for all such incidents
- The Campsite is provided with a written **list of camper names**
- All day visiting members of the group are advised of the campsite's safety briefing and 'general conditions of hire'
- Safety issues associated with self led off-site excursions are identified and the necessary precautions taken
- Campers adhere to Sun safety strategies
- Bed wetters, sleepwalkers & camper under 6 should not sleep on top bunks
- Camp Long Beach activity staffs are advised of camper medical conditions or behaviour that may arise and may place the campers or others at risk.

TERMINATING THE OCCUPANCY

Camp Long Beach reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Camp Long Beach staff are empowered to take action as deemed necessary for the proper conduct of the camp.

MINIMUM NUMBERS

A minimum charge exists for the hire of Camp Long Beach. Please refer to "Please Note" on the Booking Form and "Payment" on the Application Declaration.

BEHAVIOUR

Care and commonsense should be taken in all buildings. Group leaders are asked to remind campers to respect each other, others personal property and the environment. All noise should cease by 11.00 p.m.

Food and drink may only be consumed in the dining room, BBQ shelter areas or out of doors.

CHEWING/BUBBLE GUM: Is not permitted at the camp.

SMALL BALLOONS (Water Bombs) are not permitted at the camp due to damage caused to the septic system through people incorrectly disposing of them, (ie. flushing them down the toilets or drains).

DRINKING WATER: all drinking water at Camp Longbeach is from the town water supply.

SMOKING: Camp Longbeach is mostly a smoke free zone, however areas have been allocated.

ALCOHOL: Camp Longbeach is a licenced premises and alcohol must not be brought to the site with out prior permission from management during the booking process. Please note Camp Longbeach does not encourage alcohol on school camps.

VEHICLES: May be driven only on the driveways and parking areas. Campers are advised to have a vehicle in camp at all times in case of emergencies, as camp owners and staff vehicles will not be available.

QUIET HOURS: Keep noise to a minimum after 10.00 p.m. and before 7.00 a. m.

The staff at Camp Long Beach take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvements