



17-Dec-20

Dear

Thanks for making contact with us and for considering Candlebark Farm for your forthcoming camp. Attached is the booking form and to confirm the dates, please sign and return it and arrange for the deposit to be paid.

Our Campsite booklet can be downloaded from our contacts page at www.candlebarkfarm.com.au

Looking forward to hearing from you soon and in the meantime, let me outline to you of some of our best features.

Kind Regards

- **A most beautiful camp set in the Yarra Ranges**
- **Activities galore**
- **500m long "Super Swooper" zip line**
- **Much loved home cooked meals**
- **Air-conditioned ensuite accommodation throughout for 112 in 17 rooms**
- **29 kWh Solar Panels helping to offset your carbon footprint**
- **Separate leaders accommodation & Lounge**
- **Large air-conditioned carpeted Hall**
- **1 Hour from Melbourne**
- **Accreditation for your peace of mind**

campsite booking form and hire agreement

For taxation purposes this is also a

Tax Invoice

for deposit payable to confirm booking

Date 17-Dec-20

All Prices are GST inclusive

Booking #



MICHAEL HILL

Tel: email:

Arrive **02:00 PM** Fri **01-Jan-2021**
Depart **02:30 PM** Sat **02-Jan-2021**

For the period above, the cost per person for a Catered Camp is **See below** or Self Catered Camp for

This booking is based on a MINIMUM of paying campers having SOLE occupancy of the campsite. The MINIMUM charge is **See below**
not including any optional extras. Expected numbers are **Please advise**

Day and/or night visitors are charged \$55 for each 12 hr period or part thereof plus any meals (if applicable). We don't charge 4 year olds and under.

Facilities hired for this booking have a "yes" next to them:-

Candlebark
54 beds in 9 bunk rooms

Stringbark
26 beds in 4 bunk rooms

Blackwood
32 beds in 4 bunk rooms

SPECIAL CONDITIONS: DONT FORGET, CAMPERS NEED TO BRING THEIR OWN BLANKETS/SLEEPING BAG, PILLOW, LINEN & TOWEL etc including personal soap & sanitizer

Please provide lunch on Day 1. If you're visiting H'ville Sanctuary, we recommend that Wednesday is best as it allows us to clean between groups.
 No Healesville Sanctuary Visit Yes, we're visiting Healesville Sanctuary on M T W T F S S (please circle). Select optional extras below.
 Super Swooper(2 instructors) Archery(1) Flying Fox(1) Pool(1) Canoeing(1) Extra Instructor(s) NO INSTRUCTORS

Staffing Note: The Flying Fox (70kg weight limit) and Super Swooper (90kg weight limit) each require 2 adult leaders supervising and assisting the instructors, other activity groups can each be easily supervised with one adult leader. Extra adult supervision staff so required are not charged provided you have met the minimum number.

GENERAL CONDITIONS:

DEPOSIT of **\$1,000** (Deposits are GST free) must be returned with this form signed by **25-Dec-20** to confirm your booking.
If no deposit is received by then the tentative booking is cancelled and the dates become open to others.

Agreement:	The payment of a deposit by the School/Group constitutes an agreement to hire the use of the facilities from the campsite.
Disclaimer:	The School/Group acknowledges that Candlebark Farm and the management of Candlebark Farm will not be responsible for any loss or damage to any property brought onto the Camp. Should any claim be made for such damage to the property owned by any person associated with the School/Group, or any other person or corporate body associated with such person, then the School/Group will indemnify Candlebark Farm and their management in respect of all such claims.
Waiver of Liability	Candlebark Farm Pty. Ltd. and its agents and employees do not accept liability for personal injury arising from the facilities. The School/Group is responsible for ensuring that they have appropriate public liability insurance for their group and it is highly recommended that the School/Group seek advice from an insurance broker. The School/Group agree to provide their public liability policy details to us upon request. The School/Group acknowledges that there is an inherent risk of personal injury including permanent disability and/or death in the physical activities that will be undertaken by the students/campers and staff as part of this camp experience. Acceptance of this booking requires that the School/Group obtains parent/guardian signed waivers that acknowledges and accepts the risks for each student/camper including that students/campers are responsible for their own actions/involvement before they can take part in the camp activities. The School/Group must provide these waivers to us if requested. The School/Group understands that whilst Candlebark Farm and its service providers attempt to minimise the risk of personal injury, incidents may still occur and all physical activities involve an element of risk. Candlebark Farm will provide a safety briefing on all risks involved with the activities prior to them taking place. Risk assessments for all our camp activities are available upon request. The School/Group acknowledges that it's their responsibility to communicate this risk warning to parents/guardians.
Legal Requirement:	You are required by law to provide us with a list of names and addresses of all campers and dates they attended camp (HACS:Health Prescribed Accommodation Regulation 1990).
Privacy Act:	The campsite gives assurances that any personal information including medical details provided by the group leader, will remain confidential and only used for the purposes for which it was collected.
Cancellation by you:	DEPOSIT (less \$110) is refundable only if 6 months or more notification is given, otherwise it is forfeited. The provisions in this document do not alter or detract from the School/Group's rights to cancel services pursuant to the Australian Consumer Laws.
Cancellation by us:	Candlebark Farm may cancel the booking if the site is unavailable or the services are otherwise unable to be delivered due to circumstances beyond Candlebark Farm's control. The management of Candlebark Farm reserves the right to cancel the hire of the facilities in its absolute discretion at any time should it reasonably believe that any use or proposed use of the facilities by the School/Group is likely to be contrary to this booking agreement or the law. All monies paid are fully refunded.
Force Majeure cancellation event:	Events such as war, strikes, natural disaster, pandemics, acts of government etc. may cause cancellations due to no fault of either party. If during a camp, an invoice will be issued prorated based on days here. If before camp, all monies paid are fully refunded. Each party releases the other party from any claims in respect to cancellation under this clause.
Extreme and Code Red fire danger days:	Camps are cancelled and any School/Group here on the day before must vacate by 3 PM. The invoice will be prorated based on days here. We accept that School/Group may wish to postpone bookings during a bad season. Each party releases the other party from any claims in respect to cancellation under this clause.
Payment:	Full payment is required within 7 days of completing camp and is based on the AVERAGE number of people for the period subject to minimum numbers as explained below PLUS any agreed special conditions charges.
How to pay:	We have no credit card or eftpos facilities so please pay by Cash, Cheque or Bank Transfer.
Minimum Numbers:	A minimum charge exists for the hire of the camp based on the minimum number paying the per person fee above.
Cheques:	Please make cheques payable to Candlebark Farm Pty. Ltd. and send to the address below.
Receipts:	In line with normal business practice we do not issue receipts unless requested.
Deposit return:	After full payment of camp fees, the deposit will be returned unless accounted for on the invoice.
Damages, loss & extra cleaning:	We reserve the right to invoice you for any damages, loss and/or extra cleaning which may arise due to your visit.
Self Catered Groups:	Your group needs to provide a qualified food handling supervisor to ensure that food safety requirements are met.
Further information:	Your attention is drawn to the 'Campsite Booklet' which contains information you require for the camp and lists all activities.
Further Conditions:	The included 'Candlebark Farm - General Conditions of Hire' page has further conditions forming part of this hire agreement.

I have read the CAMPSITE BOOKLET, SPECIAL CONDITIONS, GENERAL CONDITIONS and CANDLEBARK FARM - GENERAL CONDITIONS OF HIRE and the School/Group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group and any day visitors of them and to ensure that the "candlebark farm camper briefing" (page 14 of campsite booklet) is conveyed according to Candlebark Farm directions and that emergency procedures and first aid responsibilities are met. I have authority to sign on behalf of this School/Group, accept full responsibility for the Group and agree to pay for any loss or damage caused by the Group or any Member or Visitor of the Group to Candlebark Farm

Signature Must be 18 or older

Date.....

Name: (Please Print)

Please return signed copy with deposit and keep a copy for your records.

Thank you for choosing Candlebark Farm for your camp

To pay deposit by bank transfer, Acc name: Candlebark Farm Pty Ltd BSB: 083 672 Acc#: 649431155 Reference: 01 Jan 2021 Deposit

Please advise us of the email address of your accounts team : _____

Candlebark Farm - General Conditions of Hire

ARRIVAL: Please read the *welcome* sign in the dining room for instructions to make contact with Candlebark Farm staff on arrival as we need to address the campers with our Camper Briefing as soon as practicable after arrival. It is the responsibility of the Senior group leader (**SGL**) to assemble the campers at a mutually convenient time. If this is not possible then it is the responsibility of the **SGL** to read out the Camper Briefing posted in the dining room to the campers. Ask late comers and day/night visitors to read the Camper Briefing found on the back of bunk room doors.

SUPERVISION: It is the responsibility of user groups to ensure that campers understand and follow Candlebark Farm rules and procedures. Each user group must have a competent leader (**SGL**) in charge to liaise with Candlebark Farm staff. Candlebark Farm staff do not supervise campers. User group leaders must supervise campers. For general supervision we recommend a ratio of one adult leader to ten campers (1:10) for schools and twice that for family groups (2:10). Activity groups may have a maximum ratio of 1:13 for schools and 2:13 for family groups. The **SGL** is responsible for camper supervision at all times. Candlebark Farm staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but they do not supervise and so the **SGL** is deemed to be responsible for overall group supervision, safety and all first aid requirements.

BEDDING: Unless noted otherwise in the Special Conditions, bedding is BYO (Bring your own blankets or sleeping bag, pillow, linen and towel etc). Campers are to make and un-make up their own bed leaving it as found.

BUNK BEDS: Ensure campers read the warning signs. Our policy is that any bed wetters, sleepwalkers or children under 9 must be on the bottom bunk.

DUTIES: Candlebark Farm is to be maintained in a clean condition by the campers. Provide duty groups to set and clear tables for each meal, helping with serving, washing up and sweeping out rooms. Other cleaning duties may be required and will be advised. All duty groups are to have a leader providing Supervision.

SELF CATERED GROUPS need to have their own qualified food handling supervisor to ensure food safety requirements are met and are responsible for cleaning and maintaining all areas in a hygienic manner.

LOCAL HAZARDS:

- Swimming pool is fenced however it is out of bounds except when under leaders supervision with a qualified lifeguard.
- Dams are not fenced. All are out of bounds, except the canoeing dam when under leaders supervision with a qualified lifeguard or canoe instructor.
- All activities require supervision by leaders for safe operation otherwise they may be hazardous.
- The gully through the property has undercut banks in some areas and these should be avoided.
- Fences are not safe to climb through, use gates instead.
- In high winds, activities amongst trees such as the Flying Fox aren't to be used. In very high winds stop all activities and head back to camp.
- On frosty mornings the boardwalks can be slippery, use the road instead.
- Running can be hazardous because of steep or rough ground, fallen tree branches and animal burrows so no running.
- Farm animals and wildlife are not predictable so do not approach them.
- Snakes do exist in season as they do all over Australia and should be avoided by keeping out of the hay shed and gullies and keeping to the short grass.

EMERGENCY PROCEDURES:

- Emergency Management Plan** and **phone numbers** are by the phone in the dish-washing area of Candlebark and you should familiarise yourself with them.
- Telephone** in the kitchen dishwashing area is available for emergency calls.
- Fire Fighting Equipment.** Extinguishers, fire hoses and smoke detectors are vital and are located around the site. These must not be tampered with or removed.
- Fires.** No fire or BBQ may be lit on the property without the consent of Candlebark Farm staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

- Damage and loss.** All breakages and losses to Candlebark Farm property or equipment are to be reported to Candlebark Farm staff. They will be invoiced to the group. Candlebark Farm 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.
- Parking.** All vehicle parking is strictly at the owner's risk and only in designated car parks.
- Speed restrictions.** Vehicular speed is restricted to walking pace around the camp and follow all speed signs.
- The environment.** Candlebark Farm is a Land for Wildlife and a sanctuary for flora and fauna. 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.
- Smoke free environment.** All buildings at Candlebark Farm are designated smoke free zones.
- Alcohol.** May only be consumed in moderation and underage drinking must not occur.
- Out of bounds** areas include, bushland, neighbouring properties, all activities without a leader, garden beds, hayshed, gullies, steep banks and all dams. The canoeing dam and swimming pool is out of bounds unless suitably qualified instructors / leaders are present.

FIRST AID: First aid is the responsibility of the user group so you must provide your own first aid equipment and trained staff. There is no first aider resident on site.

ACTIVITIES: All activities are run by the user group leaders except for the Super Swooper, Flying Fox and Archery which are run by Candlebark Farm staff or sub-contracted activity providers. The Swimming Pool requires a leader with a current life saving qualifications such as AUSTSWIM or bronze medallion. For Canoeing the Australian Canoeing Inc Level 1 Flat water guide qualification is the minimum required. If necessary and with 4 weeks notice, we can provide staff with these qualifications at additional cost. Instruction and directions where required are given during the camper briefing held on arrival. Activity notes are posted in the games shed for group leaders to familiarize themselves with the activity and their responsibilities. It is the responsibility of the user group to provide adequately trained, qualified or experienced adult leaders for the activities undertaken. Written procedures must be fully implemented and Candlebark Farm 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 Candlebark Farm 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 for first aid.

RESTRICTIONS ON ACTIVITIES: In high winds, activities amongst trees such as the Flying Fox aren't to be used. In very high winds stop all activities and head straight back to camp. If you hear thunder, note the time between flash and bang, if less than 60 seconds head straight back to camp in single file 15 m apart. Never shelter under lone trees.

SENIOR GROUP LEADER: It's the senior group leader's responsibility to ensure that:

- Campers under 18 years of age have appropriate parent/guardian consent to attend the camp and also to participate in the activities.
- Each camper has completed a health/medical record sheet and special diets and food allergies are relayed to the campsite and/or own cooks. The Dietary Requirement form from our website is an easy way to provide this.
- First aid requirements of the group are met.
- Parents are warned about the unfenced dams and are required to closely supervise young children.
- Safety issues associated with self led off-site excursions are identified and the necessary precautions taken.
- Bonafides of any outside activity providers that you have arranged are satisfactory.
- If self catered ensure that food safety requirements are met.
- Campers are required to follow all current government mandated hygiene practices, social distancing, contact information provision and indoor space limitations on numbers.
- Anyone ill is to remain at home so as not to infect others. Anyone experiencing gastrointestinal symptoms while on the way to camp, or while staying at camp, should be requested to return home as soon as possible after onset of symptoms. This may necessitate parents being contacted to collect ill campers.
- The Campsite is provided with a written list of camper names, the Room Allocation form from our website is an easy way to provide this.
- Candlebark farm camper briefing is conveyed to the campers, late comers and day/night visitors according to the directions as detailed in **ARRIVAL:** above and that these General Conditions of hire are conveyed and met.
- Supervision ratios and requirements are met and adult Group Leaders familiarize themselves with activity notes posted in the games shed and understand their responsibility to fully implement them.
- Campers read the bunk bed warning signs and bed wetters, sleepwalkers and campers under 9 must be on the bottom bunks.
- Campers adhere to Sun safety strategies.
- Candlebark Farm activity staff are advised of camper medical conditions or behaviour that may arise and place campers or others at risk.
- In case of accident, illness or near misses please fill out the incident form which can be found in the cupboard above the microwave in the kitchen.
- Campers in sick bay are not left without monitoring.
- A registered vehicle and a designated licensed driver is available as a camper may need transport to hospital emergency or a local doctor and an ambulance or taxi may not be immediately available.
- We strongly recommend that the user group takes out Public Liability Insurance and have campers covered by family ambulance subscription.

BEHAVIOUR: Care and commonsense should be taken at all times. 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 or out of doors.

DEPARTURE: If a Wednesday please vacate rooms after breakfast and put bags in **Hall** so we can clean for the next group. Also please leave beds as you found them, sweep your rooms, pick up all rubbish, put away tables and chairs in the dining room and leave camp neat, tidy and swept. Please check for any lost property and bedding so none are left behind.

TERMINATING THE OCCUPANCY: Candlebark Farm reserves the right to terminate the occupancy without notice for breach of the *General Conditions of Hire*. Candlebark Farm staff are empowered to take action as deemed necessary for the proper conduct of the camp.

Finally, the staff at Candlebark Farm take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for improvements.