



# Initial Booking Form

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Group/Contact Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Purpose for which facilities will be used:**  School Camp\*  Retreat

*\*FOR SCHOOL GROUPS – A CANTEEN IS AVAILABLE. IF YOU DO NOT WISH TO HAVE THIS PLEASE LET US KNOW!*

**The Group is associated with:**

Church  School (Year \_\_\_\_\_ )  Club  Other

**Dates Requested:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Meals Requested:**

None Required – Self Catering (**A kitchen Hire fee of \$200 per night is applicable**)

Yes, First Meal: \_\_\_\_\_ Last Meal: \_\_\_\_\_

Is there anything, as a group, you would like us to know which may effect our catering? EG: Cultural, Men's group etc.

**Accommodation Required:** **Total Number of persons:** \_\_\_\_\_

The following minimum numbers apply:

School Groups 30 Long weekends 60 (at full rate)

Weekend Groups 40 (at full rate) Public Holidays 60 (at full rate)

**NOTE: For groups of 50 and under, 11 ensuite rooms (80 beds) will be provided. If any additional rooms and/or the amenities block are required, an additional fee of \$150 will be charged.**

- **Deposit - \$350.00 per night.**
- If a booking is cancelled, the deposit will be forfeited, unless your group re-schedules to a later date.
- Tentative Bookings will only be held for a period of **14 days**. After this, the date may be given to another customer. Please make sure you confirm your booking with your deposit promptly.

Number of Nights \_\_\_\_\_ X \$350.00 = \_\_\_\_\_

**Deposit Payment Options:**

**Direct Deposit** (preferred)  **Cheques** made payable to **PRO CAMPO LTD**  **Cash**  
(Pro Campo Ltd, Commonwealth Bank, BSB: 062 340 Acc#: 101 324 63)

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Pro Campo Ltd is a GST-free organisation.*

208 Minerva Rd,  
Wedderburn NSW 2560  
Ph: 46341265, Fx: 46341055  
[www.wedderburn.org.au](http://www.wedderburn.org.au)  
[office@wedderburn.org.au](mailto:office@wedderburn.org.au)  
Pro Campo Ltd ABN 55 030 630 783

## Hire Contract

### Initial Booking

- Tentative bookings will only be held for 14 days after initial enquiry.
- Bookings will only be confirmed upon Wedderburn Christian Campsite (WCC) receiving a deposit of \$350.00 per day booked and submission of signed Initial Booking Form & signed Hire Contract form.
- Deposits are non refundable, non transferable upon cancellation.

### Final Numbers Policy

- Final numbers to be advised at least 10 business days prior to the commencement of your camp.

### Cancellation Policy

- If a booking is cancelled the deposit will be forfeited, unless your group re-schedules to a later date.

### General Terms & Conditions

- The condition of the camp must be clean and tidy upon leaving. A cleaning charge is made if the condition of the camp is not to the satisfaction of the Management at a rate of \$35/hour.
- Breakages or any damage to the property should be reported to the Management before the end of camp, and must be paid for.
- Alcohol and drugs are not allowed, and smoking indoors is strictly prohibited.
- All camps of a mixed gender nature must have mature, responsible leaders.
- Campers must bring their own pillowcases and bed linen, blankets or sleeping bags.
- Assistance in setting & clearing of would be appreciated at meal times.
- Camp Coordinators must bring First Aid Kit/s proportionate with size of group.
- Pets, Motorbikes, chainsaws, 4 wheelers or other motored equipment is prohibited.
- Management reserves the right to prevent campers from conducting activities they maybe dangerous or illegal and reserves the right to require campers to leave site in such incidents.
- Bedding not to be rearranged without Management's approval nor are any bedding or equipment allowed outside.
- For Health, Safety and Emergency measures your group will provide WCC with a complete list of attendees and their respective room allocation either before or on arrival at Camp.
- Wedderburn CC adheres to 'The Food Act 2003 No.43' in the preparation of food and is registered with local council for Health & Safety.
- **PAYMENT TERMS ARE ON A STRICT 14 DAY BASIS FROM THE COMPLETION OF CAMP. A FEE OF \$50 PER WEEK, OR PART THERE OF, WILL APPLY FOR EACH WEEK OF LATE PAYMENT.**

### Activities

- Each group must appoint a teacher/adult to supervise children under 18yrs at each activity
- Campers are not required to participate in all activities – this is to the discretion of the camp leaders.
- Open fires of any kind may only be lit in allocated places and only with the approval of the Management.
- All pool activities **must** be supervised at all times.
- Risks and warnings in relation to activities carried out will be verbally communicated to all campers and leaders before commencement of activity session.
- All WCC staff instructing activities have been adequately trained.
- Pro Campo Ltd holds current, valid insurance for all activities and property on site.

### Self Catered Camps

- If the camp is self-catered, adherence to 'The Food Act 2003 No.43' by the group cook(s) is to be taken and liability is accepted by the group leaders for the quality of food and any incident that may occur from food served on these premises during their stay.
- A Kitchen supervisor will be nominated who will be responsible for Safe Food Handling and Hygiene practices.

**I am authorised to sign this Form for the group, undertaking responsibility; and have read and understand the Terms & Conditions of the Hire Contract above and agree to camp costs as per the quote Issued to me.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

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## Final Numbers Advice (To be submitted 10 business days prior to camp)

Group Name: \_\_\_\_\_ Group Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Dates Booked:** From: \_\_\_\_\_ To: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

### Accommodation Required:

Final Number of persons: \_\_\_\_\_

**FINAL NUMBERS MUST BE SUBMITTED ON THE CAMP CALCULATION SHEET PRIOR TO LEAVING CAMP**

### Meals Requested:

None Required – Self Catering

Yes, First Meal: \_\_\_\_\_ Last Meal: \_\_\_\_\_

### Special Dietary Requirements

Name \_\_\_\_\_ Requirement \_\_\_\_\_

Name \_\_\_\_\_ Requirement \_\_\_\_\_

Name \_\_\_\_\_ Requirement \_\_\_\_\_

**Please attach list if required.**  Yes list attached.

**Activities Requested:** or  Details included on School program

1. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

4. \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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## Camp Coordinator Pre Camp Check List

Tentative Booking expires on \_\_\_\_\_

- |  |  |
|--|--|
| Submitted Initial Booking Form                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Received Camp Quote  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Received Camp Information Pack                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Submitted Signed Hire Contract                               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Paid camp deposit @ \$350 per day booked                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Received Deposit Receipt and Booking Confirmation            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Received "Site Induction" document                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Submitted Final Numbers Form(10 days prior to camp)          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Provided campers with directions & what to bring list        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pack a suitable sized First Aid Kit                          | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Provide WCC list of camper numbers, names & room allocation  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Undertake Site Induction with Camp Staff upon arrival        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Receive 'Camp Calculations' sheet to record visitors/numbers | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Receive & Complete Camp Evaluation Form                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Secure Dates for next camp                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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