

NO CANVAS SHOES DURING ACTIVITIES PLEASE

<i>Booking Confirmation Form</i>			
CAMP SITE:			
ORGANISATION DETAILS:			
Name of Organisation:			
Contact Person:			
Contact Phone Number:		Fax Number:	
After Hours Number:		Email Address:	
Address of Organisation:			
We need final numbers and special dietary requirements a minimum of 7 days prior to the commencement of your camp and your invoice will be based on these numbers.			
Tentative Booking Dates:	Arrival:		Departure:
Catered / Self Catered:	We can tailor your program for special needs participants – please advise at time of booking.	Number Attending (if exact numbers not known, please estimate):	
		Age of Group:	

IMPORTANT RISK WARNING
<p>Some of the activities can result in injury to the participant. In undertaking the activities, participants agree to abide by the rules, procedures and instructions as prescribed by the instructor at all times. We advise all participants to exercise care and caution when undertaking activities at Camp Mornington.</p>

I confirm that I have read the attached Terms & Conditions and Camp Rules and agree to them.

Signed: _____ Dated: _____

TERMS & CONDITIONS

Booking Confirmation Form/Risk Warning

Every booking MUST be confirmed by completing a Booking Confirmation Form and enclosing a non-refundable deposit of \$550.00.

A tentative booking will be held for 21 days; if not confirmed within that period, it may be cancelled. If more than 21 days is required to arrange deposit please notify us to maintain your booking. Immediate notice is requested if the booking is no longer required.

On arrival at the camp, you will be met by a senior staff member. For your convenience and comfort, please advise the Office Manager of your expected time of arrival in order to ensure that everything is left in readiness for you and the Operations Manager is on site to greet you.

Breakages & Damages

Upon departure, a Camp Mornington staff member will do a “walkthrough” of the facility to check for any damage that may have been sustained during the camp. The cost of replacing or repairing any damaged item will be charged to the group using the camp.

Cancellations

Cancelled bookings cause a large strain on the financial state of Camp Mornington – we ask that you please keep this in mind when booking a camp.

A refund of your deposit, due to cancellation, will only be possible if we are notified at least 6 weeks prior to your camp. Camps that are cancelled with less than 6 weeks’ notice can either transfer their booking to another date, or forfeit their deposit.

Should a camp be cancelled with less than 3 weeks notice, the full cost of the cancelled camp will be incurred. You will be required to pay the full invoice amount, generated at the time of your booking, minus any deposit that has been paid.

Accidents—Medical Services

It is suggested that groups ensure their members are adequately covered for hospital/medical treatment and ambulance transport, and also give consideration to obtaining an authority from parents/guardians for permission to authorise medical treatment. Essential services (hospital, doctor, ambulance, dentist, chemist), are available in Harvey (approx 14 kms from Camp Mornington).

We strongly recommend that each group be accompanied by someone experienced in First Aid. Any treatment provided outside of activities may incur additional costs in order to replace medical supplies used.

INFORMATION & CAMP RULES

Dining Hall

CAMP MORNINGTON: Table seating for approx. 80 people.

CAMP VARIETY: Table seating for approx. 50 people.

Sleeping Units

CAMP MORNINGTON: 80 beds in four separate dormitories, plus four supervisor rooms.

CAMP VARIETY: 50 beds in two dormitories, plus 4 supervisors rooms.

Each sleeping unit comprises a bed and mattress. **Each camper is required to supply their own bedding, including pillows and blankets.** (Sleeping bags are acceptable).

Please supply your own fitted sheet for each bed.

Dorms: Boys and girls will be placed in separate dormitories. Under no circumstances are members of either group permitted to spend time in each other's section. Refusal by participants to follow this could result in them being sent home immediately.

Ablutions: Male and Female ablutions with hot and cold water adjoin the dormitories.

Footwear: **Closed shoes are the only accepted footwear.** No thongs, sandals or open shoes are to be worn at any time during your stay. This applies also while doing activities in the dam. This is due to the fact that Mornington is on the site of an old saw mill and pieces of scrap metal still exist on the property.

At least two pairs of closed shoes are to be brought to camp. One pair that can get wet! If only one pair is provided, participants will have to wear them in the dam as well as around the property, wet or not! **NO CANVAS SHOES TO BE WORN DURING PAID ACTIVITIES.**

Smoking/Alcohol: At no time will smoking or the drinking of alcohol in, on or around the property be permitted by school groups. Anyone caught smoking will immediately be taken to their Head Teacher where a decision will be made as to whether they leave the camp or not.

Adult Smokers: Please speak with Manager about permitted smoking areas.

Adult groups that have consumed alcohol the night before will not be permitted to take part in an activity if they are believed to still be suffering the effects of the night before and are therefore unfit to participate.

Swimming Pool: A 12.3m x 4.6m fibreglass swimming pool is provided. The pool is fully fenced and secured with a locking gate. It is the responsibility of each group to control the use of the pool. Please ensure that you have at least one supervisor at all times. When more than one camp is in attendance a roster system will operate. The pool is open daylight hours only. No running, pushing or "bombies" will be permitted at any time either. Any person caught disobeying the pool rules will be told to leave the area immediately.

INFORMATION & CAMP RULES

Oval: The camp has a large playing oval. Please ensure that no vehicles are driven onto the oval at any time (unless with prior permission from Management).

Recreation Hall: A large hall is available for a wide range of indoor activities at both Camp Mornington & Camp Variety. Please ensure that children are only permitted to enter the gyms **under adult supervision**. Groups from Mornington wishing to use the Variety hall may request permission to swap their hall provided arrangements are made PRIOR to their arrival.

Telephone: A phone is located outside the Mornington Activity hall, the phone is for 1800 REVERSE calls only. There is limited mobile phone coverage. Supervisors will be permitted to use the office phone in case of emergency.

Rubbish: Rubbish bins are located all over the property. Please ensure that **ALL rubbish** goes into them and not onto the ground. A “walk-through” will be done at the end of the camp, before you leave. If our staff are required to walk around after the group picking up rubbish, this could result in your school or community group being charged extra for the cleanup.

Fire Prevention: The camp is in a farming area adjacent to State forests. Open fires are only to be lit in designated fire pit **with the approval of the camp manager**. Extreme caution is to be taken when using fire pit, please ensure you extinguish these properly after use. **You must check with the Camp Manager before lighting any fires.**

Camp Termination: Camp Mornington staff reserve the right to terminate forthwith the occupancy of any group or member of a group behaving in a manner deemed inappropriate. In this case the organisation will still be invoiced the full cost of the camp.

Camp Mornington

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