

GARFIELD NORTH OUTDOOR EDUCATION CENTRE Inc. (GNOEC)

Registered number A0035120L

garfieldnorthoec@gmail.com



GNOEC HIRE PRICE LIST

Pricing- During School Terms:

Member schools		Non-Member Schools and other group/ private bookings	
Full week (4 nights): \$65.00 per student per week (plus GST) *No charge for staff*	½ week (2 nights): \$50.00 per student- 2 nights (plus GST) *No charge for staff*	Full week (4 nights) \$180 per person per week (plus GST) *No charge for school staff when with a school group*	½ week (2 nights): \$100.00 per person- 2 nights (plus GST) *No charge for school staff when with a school group*
Day trips \$10.00 per student (plus GST)		Day trips: \$15.00 per person (plus GST)	
Deposit \$50.00 non-refundable deposit is required for all bookings (deducted from total invoice price).			
Cleaning Fee of \$100 applies for every booking			

Pricing- Weekends and School Holidays:

Weekends		Holidays Midweek	
Weekend (Saturday and Sunday night)	Extra night attached to weekend (Friday/ Monday)	Base rate:	Extra days:
\$200.00 flat rate (plus GST)	\$50.00 per night (plus GST)	\$100.00 (plus GST) per night for the first 2 nights	\$70.00 (plus GST) per night after the initial 2 nights.
Deposit A \$50.00 non-refundable deposit is required to confirm all weekend and holiday bookings, plus a bond of \$400.00 may be required. This deposit will be deducted from your final invoice price.			
Cleaning Fee of \$100 applies for every booking			

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GENERAL CONDITIONS FOR HIRE

BOOKINGS:

- ✓ Please list your preferred date/s for booking. If that date is unavailable, we will contact you to let you know and organize a new date that suits. Please keep in mind that we do our best to accommodate preferences where we can, although our busiest terms are term 1 and 4 due to the weather.
- ✓ Preference WILL be given to schools that get their booking forms in on time. Groups with late applications will be allocated camps according to availability. Preference will also be given to groups booking full weeks over half weeks.
- ✓ If you have booked a half week camp running from Monday to Wednesday, campers must vacate the campsite before 11:00am on Wednesday to allow for cleaning before the next group arrives. Campers starting their camp on a Wednesday must arrive after 12:30pm.
- ✓ Please ensure that you do not arrive at the campsite before 3pm on the Friday of a school week as the previous campers may not have vacated the facilities.

CANCELLATIONS:

- ✓ **Don't book more camps than you can use** - cancellation fees apply if the camp is not used during your rostered week.
- ✓ Cancellation fee: a cancellation fee of \$250.00 (plus GST) will be charged if you cancel within 2 weeks of your booking. If you cancel with more than 2 weeks' notice there will be no charge other than the \$50 non-refundable booking fee.
- ✓ If you turn your overnight camp bookings into day trips, there is a minimum charge of \$250 + GST for the week.

PAYMENT:

- ✓ \$50 non-refundable deposit will be taken to secure all camp bookings. This will be deducted from final invoice. Final invoices will be sent after your camp.
- ✓ The payment of a deposit by the hirer constitutes an agreement to hire the facilities of the campsite.
- ✓ The booking is not confirmed until a deposit is received and the booking will be held for 7 days. After this time the dates may be offered to another group.
- ✓ Full payment is required, covering the camp charges plus any additional expenses incurred within 14 days of receiving your invoice. Your invoice will be sent to you during the week after your camp.
- ✓ During school terms, your school/ group can pay the full week price but run 2 half weeks camps during that time.

- ✓ A bond of \$400 may be required at least 7 days prior to the camp commencement for new hirers. The bond is refundable following a satisfactory inspection of the site.

RESPONSIBILITY:

- ✓ It is the responsibility of each group to ensure that campers understand and follow GNOEC's rules and procedures. Each member school has a copy of the GNOEC camp handbook and teachers/ adults intending to use the camp should make themselves familiar with it. There is also a copy of the handbook at the camp and other visitors should familiarise themselves with it on their arrival.

PROPERTY:

- ✓ Damage and loss- please report all breakages and losses to the GNOEC Committee so they can be repaired/replaced promptly. GNOEC takes no responsibility for the loss or damage to personal property.
- ✓ Parking- all vehicle parking is strictly at the owner's risk.

EMERGENCY PROCEDURES:

- ✓ The GNOEC's handbook has the necessary information on emergency procedures. These procedures are also posted in the camp. All visitors should familiarise themselves with these.
- ✓ **Fire Fighting Equipment-** a fire hose, extinguishers and smoke detectors are located at the camp. These should not be tampered with or removed.
- ✓ **Fires-** Fire restrictions and Total Fire Ban days must be strictly observed. At other times, fires may be lit in the wood fired barbecue. The fire pit can only be used outside the declared Fire Restriction Period. Please make sure the fire is completely out before you leave the premises. If you would like more information on fire restrictions in the area, please contact us before your camp. ***On forecast CODE RED days Principals must ensure that all campers return to school. If you are a private hiring group, you must download the 'Vic Emergency' app and check for updates. You as the hirer are responsible for checking warnings and acting on advice from emergency services. This includes in the case of severe storms and flooding as well as fire.***
- ✓ **Place of Last Resort:** In the case you are too late to leave the camp and are ordered by authorities to remain onsite, please evacuate all campers into the BARN. If this is because of bushfire, campers are to huddle in the barn under the woolen fire blankets kept in the cupboard. In the case of a severe storm, campers should also remain in the barn until emergency services/ the Department of Education alert you that it is safe to come out. Bottled drinking water is supplied in the cupboard in the barn to use during emergencies. WINDOW SHUTTERS must be closed during fires, floods and storms.
- ✓ **Emergency Transport-** Hirers are responsible for providing or arranging their own transport.
- ✓ **Mobile Phones-** there is a landline at the campsite. It is recommended that hirers also bring a mobile phone to use in case of emergencies.

BEFORE YOUR ARRIVAL:

- ✓ A list of all camper's names and contact details must be sent through to garfieldnorthoec@gmail.com 2 weeks before your camp. This includes staff names and contact details if it is a school group booking.
- ✓ If it is a school group booking, all relevant paperwork fulfilling DET requirements must be completed before your camp.

ON YOUR ARRIVAL:

- ✓ Make certain you have undead-locked all the doors so they can be opened quickly in times of an emergency. Then follow the instructions in the handbook.

BEFORE YOUR DEPARTURE:

- ✓ You are required to leave the camp tidy, put out rubbish, remove all food and wipe down benches in the kitchen on departure day.
- ✓ A list of other departure procedures are in the handbook. Please make certain that all doors are dead-locked upon leaving.

CLEANING:

- ✓ Kitchen, bathrooms and floors will be cleaned after your departure.

FIRST AID RESPONSIBILITY:

- ✓ The hirer is responsible for assessing the first aid needs of the group and providing the necessary first aid equipment and training. There is a defibrillator onsite for use in an emergency. NO first aid equipment is provided for use- hirers must bring their own.

SMOKING:

- ✓ Under DET regulations, there is to be no smoking within the building or on the property.

SUPERVISION:

- ✓ All campers should respect the property and rights of others, including the neighbours. With groups such as school groups, there will be a need for supervision to ensure this occurs and that students do not enter the out of bounds areas.

LIABILITY:

- ✓ GNOEC, its organisational committee and its employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities.

PARKING:

- ✓ Park in the designated areas only to leave access free for emergency vehicles. 12 and 24 seater buses should be parked facing the exit road in the heavy vehicle parking area to save time in an emergency.

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BOOKING FORM AND HIRE AGREEMENT FOR:
SCHOOLS

<u>SCHOOL NAME:</u>	<u>DATES:</u>
<u>TEACHER IN CHARGE AND CONTACT DETAILS:</u>	<u>NUMBER OF STUDENTS ATTENDING:</u>
<u>NUMBER OF STAFF ATTENDING:</u>	<u>AGE RANGE OF STUDENTS ATTENDING:</u>

PLEASE READ AND TICK BEFORE YOU SIGN:

- ☐ This agreement is made between Garfield North Outdoor Education Centre Inc (hereinafter called GNOEC/ the campsite) and (hereinafter called the hirer) and sets out the terms and conditions for the hire of the campsite for the period detailed above.
- ☐ I/ we have read the 'GENERAL CONDITIONS FOR HIRE' attached to this form.
- ☐ I/we have read the 'GARFIELD NORTH OUTDOOR EDUCATION CENTRE HANDBOOK' prior to booking this camp.
- ☐ Teacher in charge AND principal: We have ensured that all DET regulations for planning a camp have been followed.
- ☐ Teacher in charge: I agree to abide by the terms and conditions for hire and acknowledge it is the responsibility of the Teacher in Charge to inform the group of these conditions. I will ensure that the group under our care receives the full safety briefing as provided in the GNOEC handbook and general conditions.
- ☐ Principal: I acknowledge it is my responsibility as Principal of the students and staff at the camp on the above dates, to ensure that on forecast Code Red days, campers vacate the camp and return to school and follow department directions.
- ☐ GNOEC, its organisational committee and its employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities.
- ☐ We confirm our booking as detailed above and agree to exercise care in the use of the campsite and its equipment and abide by the regulations of the campsite as indicated to us. The hirer will be responsible for the campsite equipment and facilities and will be liable for damage or loss through misbehaviour, poor supervision or destruction of property and facilities.

Signature- Teacher in Charge:
Date:

Signature - School Principal:
Date:

PLEASE EMAIL A COPY OF THIS FORM TO NEISHA GANGE AT garfieldnorthoec@gmail.com AND KEEP A COPY FOR YOUR RECORDS.

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BOOKING FORM AND HIRE AGREEMENT FOR:

PRIVATE USER GROUPS

<u>GROUP/ INDIVIDUAL NAME:</u>	<u>DATES:</u>
<u>PERSON/S IN CHARGE AND CONTACT DETAILS:</u>	<u>NUMBER OF ADULTS and CHILDREN ATTENDING:</u>

ANTICIPATED ITINERARY/ REASONS FOR HIRE:

PLEASE READ AND TICK BEFORE YOU SIGN:

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- ☐ I/ we have read the 'GENERAL CONDITIONS FOR HIRE' attached to this form.
- ☐ I/we have read the 'GARFIELD NORTH OUTDOOR EDUCATION CENTRE HANDBOOK' prior to booking this camp.
- ☐ Person/s in charge: I/ we agree to abide by the terms and conditions for hire and acknowledge it is the responsibility of the person in charge to inform the group of these conditions. I will ensure that the group under our care receives the full safety briefing as provided by the camp in the handbook and general conditions.
- ☐ Person/s in charge: I acknowledge it is my responsibility as the person in charge of the group on the above dates, to ensure that on forecast Code Red days, campers vacate the camp and return home/ follow emergency services directions.
- ☐ We confirm our booking as detailed below and agree to exercise care in the use of the campsite and its equipment and abide by the regulations of the campsite as indicated to us. The hirer will be responsible for the campsite equipment and facilities and will be liable for damage or loss through misbehaviour, poor supervision or destruction of property and facilities.
- ☐ GNOEC, its organisational committee and its employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities.

Name and Signature:
(Person in charge of booking)
Date:

Name and Signature:
(Person in charge during the stay)
Date:

PLEASE EMAIL A COPY OF THIS FORM TO NEISHA GANGE AT garfieldnorthoec@gmail.com AND KEEP A COPY FOR YOUR RECORDS.

