

**CONDITIONS of OCCUPANCY**

• **Groups agree to the hire of the camp under the following conditions.**

**PAYMENT OF CAMP CHARGES**

A deposit is required to confirm a booking. Deposits will be forfeited if the user cancels after confirmation. Full payment of camp charges is expected at the end of occupancy or within five working days of vacating the camp. Please use crossed cheques or direct credit, **No cash can be accepted.**

**HEALTH AND SAFETY**

Camp hirers accept the sole and ultimate responsibility for the care, health, safety and well being of all persons brought to the property and involved in any activities in or out of camp.

**CLEANING REQUIREMENTS**

The camp is let on the understanding that the occupier will keep and leave the camp in a clean and tidy condition.

(Before departure the caretaker and the camp leader will carry out an inspection based on the trust's **Final Day Clean-up Form** which will be given to the tenant on the first day.)

All damage, breakages or losses are to be reported to the caretaker prior to, or at the time of inspection. Any extra cleaning deemed necessary, will be charged for at the rate of $50 per hour.

**SUPPLIES AND EQUIPMENT**

All cleaning consumables (dish washing liquid, cleaning agents, pot miss, dish cloths, detergents and disinfectants etc ) toilet rolls, paper towels, first aid kits, pillows and kitchen knives are to be supplied by the user.

**BUILDING USE**

There is to be **NO SMOKING** in any building or on the camp grounds, EXCEPT on the adult recreation deck provided off the end of the dishwashing area.

All notices are to be placed on the noticeboards supplied and any decorations in the dining room can only be attached to the wires provided.

Damage to buildings, furniture or fittings disfigured by the use of nails, drawing pins, sticky tape, blue tack or graffiti will be paid for by the tenants.

Mattresses and furniture are not to be shifted from any rooms or off the property without the express permission of the caretaker.

No alterations to plant or equipment are allowed. (All problems are to be referred to the caretaker.) No kitchen utensils or equipment are to be removed from the dining room / kitchen complex. Camping cutlery and other equipment must be kept separate from all other kitchen supplies.

**FIRE EVACUATION PROCEDURES**

All users are required to have a comprehensive evacuation plan in place **BEFORE** occupying the camp. Lists of all personnel who are to be on the property MUST be displayed in the office within an hour of arrival. Users MUST have an evacuation practice on their arrival day. (Detailed requirements can be found in the Camp User Booklet or are available from the trust bookings officer.)

Should any fire extinguishers be tampered with or discharged unnecessarily, a cost of $150 will be added to your account.

**VEHICLE PARKING**

All vehicles must be parked in the two off-street parking areas or on the roadside. Vehicles are not to be parked on any grassed area.

**RUBBISH DISPOSAL**

The disposal of all rubbish is the responsibility of the camp and all rubbish must be removed at the end of camp.

**RIGHT OF ENTRY**

The trust, (or its agents) retain the right to come onto the property at any time, with due notice, for the purposes of conducting orientations, maintenance or development work or property inspections.

**Please read the *CAMP USER booklet, USE OF EQUIPMENT booklets, FIRE SAFETY PROCEDURES, and the SITE SPECIFIC CODE OF PRACTICE on the download page of our website portwaikatoschoolcamp.co.nz* in conjunction with these listed conditions. Thank you.**

Tick

I have read the booklets related to the hiring of Port Waikato School Camp and understand the risks and

hazards relating to the camp.

As a school user, I understand that in addition to the Procedures and Policies put in place by Port Waikato

School Camp we must also have in place our own plan for education outside the classroom.

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