**THE PORT WAIKATO SCHOOL CAMP**

**TRUST**

**WAIVER AND RELEASE FROM LIABILITY**

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates at Camp From \_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_\_ Until \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/20\_\_\_\_\_\_\_

By this Waiver, I / We assume any risk, and take full responsibility and waive any claims of personal injury or death, or damage to personal property, against THE PORT WAIKATO SCHOOL CAMP TRUST, arising from any activities and events organised by me / us **,** and carried out on trust property, or in using any of the trust’s resources or equipment.

I/we understand and confirm that by signing this WAIVER AND RELEASE, I/we have given up considerable future legal rights. I/we have signed this Agreement freely, voluntarily, and under no duress. My/our signature is proof of my/our intention to execute a complete and unconditional waiver and release to THE PORT WAIKATO SCHOOL CAMP TRUST of all liability to the full extent of the law

I/we are 18 years of age or older, and mentally competent to enter into this waiver.

Signed on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: The PORT WAIKATO SCHOOL CAMP TRUST or its employees are not responsible for the actions of specific groups or individual members of such groups. At all times everyone should take their own safety precautions and be mindful of all risks.**

*BOOKING CONFIRMATION and DECLARATION FORM*

Date:

Group Name:

Following your request for use of the school camp I am pleased to advise that you have been allocated the following dates, from

 Deposit $600

 By paying the deposit you are agreeing to and accept the **Conditions of Occupancy** sheet and have read the related **Occupancy related Booklets.**

 Provisos :

* *Cancellation of a booking after confirmation will result in forfeiture of your booking fee.*
* *Maximum number at camp including adults 140*
* *If you don't arrive on your scheduled date or you leave before your scheduled departure date, you will be charged the minimum rate of $500 foreach day.*
* *Before you arrive, please email the caretaker with your intended arrival time* *portwaikatoschoolcampcaretaker@gmail.com*
* *You must vacate camp by 12.00p.m. on your last day unless you have made other arrangements with the caretaker.*

*Payment direct to account 031559 0001922 00*

***Important : please include booking number with payment***

***Booking number***

***No cash to be paid to caretaker***

I accept the booking provisos above and I have read the related **Occupancy Booklets** and by paying this deposit I agree to abide by the conditions and requirements set out in these documents.

There is no charge for any games gear or equipment except for items lost, broken or damaged and specifically broken or lost arrows.

**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 undertake to ensure 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 user and must be removed at 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.

**Wi-Fi access to the internet** is now available. If access is required please see the caretaker,

**Please read the *CAMP USER booklet and other information 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)