**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.**

**The Port Waikato School Camp Trust.**

Date

Dear

Date of function:

**Booking Number**

Thank you for your enquiry regarding the hiring of the facilities for a Wedding at the Port Waikato School Camp.

**Please study the attached sheets to fully understand what will be expected of you and your group should you come to camp.**

If you feel you cannot live within the rules set down, the trust thanks you for your enquiry and wishes you well in finding an alternative venue for your function. If this is your choice, please notify the bookings officer, Gary Tomsett at 0211493016 or portwaikatoschoolcamp@gmail.com as soon as possible, that you are no longer interested.

If you decide to proceed with a booking, please pay your $600 deposit by direct credit to

 **03 1559 0001922-00**

**Please identify the payment by name and booking number.**

Please carefully read The Waiver and Release from Liability form and complete it and send it back at least 20 days before your arrival at camp and keep the Rules and Conditions of Use sheet for future reference as you will need it for guidance during your function at camp.

 **Please fully understand that by making a booking and sending the deposit, you are committing you and your group to accepting and following the trust’s requirements without fail.**

Thank you again for your enquiry. The trust looks forward to hearing from you one way or another.

Yours sincerely

Gary Tomsett

Bookings Officer

Port Waikato School Camp Trust.

 078897410 0211493016

**Information, Rules and Conditions of Use for the Hire of the School Camp at Port Waikato for Weddings.**

**The Hireage Charge for your function will be $3500 plus a bond of $1000.**

 To make a booking, a **deposit** of $600 must be received within two weeks of this letter. Should you cancel within 2 months of your event date, the $600 deposit will be forfeited.

 **The bond** aims to cover any additional charges that might occur e.g. breakages, damage to fixtures or buildings, additional cleaning, extinguisher discharges, **or any actions contravening the rules and conditions set** **out in this agreement**, **especially those to do with numbers, finishing\_times, noise levels or parking**.

This **bond,** will be reimbursed in full, within 10 days of your function finishing, if all the rules and conditions in this agreement have been met, and there are no additional charges incurred.

The balance owing of $**3900** (the balance of the hireage fee plus the bond) must be received by cheque or electronic transfer, **20 days** **in advance** of you taking occupation of the camp facilities. If no response is received to this requirement, the booking will be cancelled and the deposit lost.

No cash can be accepted.

The facilities can only be hired by a reliable adult who will be responsible for all aspects of the function. This includes:- the supervising of all activities, the proper use of the facilities, the appropriate and acceptable behavior of attendees, the emergency/evacuation procedures and the final clean-up.

**To reiterate:-The hirer is responsible for all** **the actions and behaviour of all persons (guests, visitors, hired help and children) who attend or are associated with their function.**

The hireage fee covers the use of the kitchen/dining room complex, its furniture and equipment, the cool room, the office, toilets and grounds and if necessary, includes sleeping accommodation.

**There is** **no access to the old hall and play equipment on the western side of the road**. (This implicitly denies use of the climbing wall, low ropes course and the trampoline.)

The hireage fee for a wedding covers the period from Friday 3.00p.m.to Sunday 2pm.

**A fee of $100 per hour or part thereof will apply to all late departures after 3pm.**

The name of the function hirer/supervisor and a second in command and their contact details must be given to the bookings officer at the time of the booking.

The supervisor, on arrival needs to indicate to the caretaker, the number of people requiring overnight accommodation and he will unlock the number of bedrooms required.

**There is a cleaning fee included in the camp hireage fee**.

You must remove all rubbish, food and wipe all benches and tables and sweep the floors and clean up all spills and the cleaner will mop the floors and clean the showers and toilets.

**The use of the premises is limited to groups of 120 maximum**.

**Special requirement** **Car parking space is limited**. The number of cars likely to arrive must be indicated to the caretaker prior to the function. If the number exceeds the 50 stipulated by the Waikato District Council, a traffic management plan may need to be put in place the hirer must provide a car parking warden who will show drivers where and how to park.

No parking is allowed on any grassed areas without permission of the caretaker, except in dry weather outside the old hall. All other cars must be parked as far as practical to the left on the road side.

Any camp users staying on site overnight in campervans, caravans or tents pay normal camp charges

**Besides the basic hireage conditions set out above, the following rules need to be accepted and strictly followed.**

* All music, bands etc must cease playing by 12.00a.m.and the function finished by 1.30a.m.
* No liquor is to be sold on site by any manner or means
* No fires are to be lit outside, except in the B.B.Q. fireplace and the letting off of fireworks is expressly

forbidden.

* Hirers need to supply their own basic cleaning and kitchen consumables, disinfectant, detergent/floor cleaner, dish washing liquid, dish brushes, sponge cloths, tea towels, toilet rolls etc. All kitchen equipment used is to be left clean and hygienic and returned to its original position and any breakages or losses replaced or indicated to the caretaker.
* No tents, gazebos, marquees, or tarpaulins are to be attached to any building but free standing ones can be erected on the grass in the quadrangle.
* If any furniture is removed from the dining room it must be stored under the verandas of the buildings or on the asphalt adjacent to the bell or office under your own water proof covering and returned at the end of the function.
* No nails, screws, drawing pins, or sticky tape are to be used in or outside any building. Balloons, streamers etc can be affixed to the wires in the dining room by string or wool but must be removed afterwards.
* All rubbish, food scraps, cans, bottles, etc are to be removed when the clean-up is completed.
* No smoking is allowed in any building and suitable receptacles for butts, matches etc need to be supplied wherever smokers are congregating. Butts, matches, packets etc must be picked up during clean-up time.
* Interference with any fire fighting equipment, including the discharging of fire extinguishers will result in an automatic charge of $150 each.
* The final clean-up of all the buildings used (the kitchen complex, dining room, bedrooms, showers and toilets) and all outdoor areas including the carparks must be completed by 2pm on the day of departure. Any additional cleaning required will be charged at $50 per hour for the first hour or part thereof and for any subsequent time.
* **A late departure fee of $100 per hour or part thereof will apply after 3pm**.
* The hirer or his/her agent, must be present to meet with the caretaker to carry out a final venue inspection using a Final Camp Clean-up Checklist.
* The hirer is to make good any loss or damage to any buildings, fittings, equipment or property.
* The health and safety of all persons coming onto the site as part of your function and the supervision of children, is completely and totally your responsibility.
* The live-on-site caretaker, as the trust’s employee, will be the sole judge and adjudicator on all matters relating to this agreement and the camp trust will arbitrate on any decisions necessary.
* Heaters are not to be used in any sleeping areas.

**Statement: By confirming a booking by the payment of the booking fee of $600, you acknowledge and agree to all the rules and conditions set out on these sheets and accept that any actions contravening this agreement and/or any additional charges as set out above, will, at the discretion of trust, result in forfeiture of all or part of the bond.**

*Payment by cheque or direct to acc 031559 0001922 00*

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