

# Mowbray Park Farm School Camp Centre

## Conditions of Hire Form

1. Mowbray Park does not allow pets on the property. This policy has been adopted to respect the comfort of all guests and the safety and well being of our many farm animals.
2. Drugs are not permitted.
3. Any damage to property must be paid for by individuals or groups.
4. We reserve the right to re-allocate lodge accommodation at any time to ensure maximum site occupancy in order to keep our tariff as low as possible for our guests.
5. Groups are responsible for the planning and running of their own programmes with the exception of those activities requiring qualified staff. When Centre staff are running an activity or program, the group is still responsible for providing additional adult supervision and for the maintenance of discipline. Centre staff are only responsible for hard skills.
6. The account for accommodation and facilities used during your stay will be finalised upon departure. Groups are required to settle their account prior to departure, unless prior alternate arrangements are made with the Booking Office.
7. Groups may be required to furnish references with this Application Form, if requested.
8. Mowbray Park reserves the right to vary the tariff at any time
9. Parent or Guardian Consent: The Group Organiser must ensure that all guests under eighteen (18) years of age have signed consent from a parent or guardian authorizing participation in the camp/conference including specific programmed activities as requested by the Group Organiser. Consent forms available on request.
10. Guests exclude Mowbray Park Farm P/L ATF Mowbray Park Farm Holidays Unit Trust and any of its staff (voluntary or paid) from any personal liability in respect of any injury, illness or loss that may befall them while at Mowbray Park Farm Holidays.
11. Groups are responsible for their own First Aid.
12. Groups may be required to share facilities with other groups.
13. **BOOKING CONFIRMATION:** Your booking is not confirmed until the Booking Office has received your full deposit and signed Contract.
14. **MINIMUM NUMBERS POLICY:** Residential accommodation has been reserved for the numbers you requested on this Booking Contract. Payment for a fulltime residential minimum of 85% of the numbers booked is a condition of hire. Where a 'whole of site' residential booking is requested, it will be necessary for the Group to agree to meet a minimum financial commitment based on 85% of the whole of site residential value of the booking.
15. **CANCELLATION POLICY:** In the event of cancellation, the following policy applies:

15.1 If the cancellation is received more than 3 months prior to the booking date, the deposit will be refunded, less a cancellation and administration charge of \$500.00.

14.2 If the cancellation is received less than 2 months prior to the booking date, the following conditions apply:

14.2.1 The Minimum Numbers Policy will apply requiring the Hirer to pay the agreed minimum number as contracted on the Booking Application Form.

14.2.2 Should the Centre be re-booked within this 2 month period, the Minimum Numbers Policy commitment for the cancelling Group will be reduced by the value of any replacement booking or bookings. The cancellation and administration charge of \$500.00 still applies.

14.3 Cancellations must be advised in writing and will be acknowledged by the Booking Office.