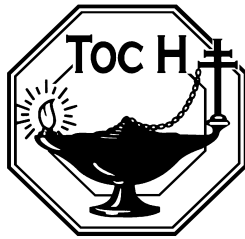


2012 BOOKING FORM



Toc H Australia Southern Region
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ABN 51 392 021 133

Toc H Camp

Waggon Road, Victor Harbor

**PLEASE COMPLETE BOTH SIDES OF THIS FORM AND
RETURN IT WITH THE DEPOSIT TO SECURE YOUR BOOKING.**

1. Hirer Details			
Name of Group:			
Contact person: (The person completing this form.)			
Address:			
Phone:		Mobile:	
E-mail:		Fax:	

2. Booking Details							
Arrival:	Date:			Time: (Not before 2pm)			
Departure:	Date:			Time: (Not after 11am)			
Approx. Numbers:	Male:		Female:		Leaders:		Total:
Hire Charges							
More than 30 people					\$32.00 per person per night		
Less than 30 people					\$35.00 per person per night		
Minimum cost per camp					\$1,000.00		
Minimum 2 nights booking on weekends and 3 nights on Public Holiday weekends.							
An additional charge per person will apply for day visitors and late departures.							

3. Catering	
Toc H Preferred Caterer <i>Please make arrangements directly with the caterer.</i> Jenny May PO Box 1086 Victor Harbor 5211 Ph/Fax: 8552 8813 Mobile: 0423 156 505	No charge for kitchen hire.
Other Caterer or Self-catered Please also complete the self-caterers declaration (5a) at the end of this form.	Kitchen hire: \$200 for up to 5 nights. Longer terms by arrangement only. An additional cleaning bond of \$100 must be paid with your deposit.

4. Conditions of Hire

The payment of a deposit by the hirer and acceptance of the booking by Toc H establishes a contract subject to the following conditions:

Deposit: A deposit of **\$500** must be returned with this form to confirm your booking, which includes a refundable cleaning bond of \$100 provided the campsite is left in a satisfactory condition. **If self-catering, an additional bond of \$100 shall be provided** which will only be returned should the kitchen be left in a clean and hygienic state.

Payment: An invoice will be forwarded following the camp, with payment expected within 14 days. If necessary, any additional expenses incurred (damage, breakages, extra cleaning, late departure, etc.) will be added to the invoice.

Liability: Toc H insurances only cover Toc H property, therefore Toc H, its agents and employees cannot accept liability for loss of property or damage or personal injury arising from the use of the facilities. It is recommended that campers attend to their own insurance cover if required.

Cancellations: Cancellations are not normally accepted. In the event of cancellation within 21 days the full cost of the booking will be due. Cancellations prior to 21 days will forfeit the deposit paid.

Acceptance: 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. Any damage to the furniture and fittings occurring during our stay will be paid for by the hirer.

5. Declaration by person accepting responsibility

(Please tick) I have read and understand the conditions of hire.

Signed:		Date:	
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5a. Self-caterers Declaration

(Please tick) I declare that all handlers of food are appropriately qualified and knowledgeable in the safe handling of food.

Signed:		Date:	
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Checklist

All campers:

Pillow
Sleeping bag or full bedding

Leaders:

Mobile phone
Sporting / activity equipment
Tea-towels
Dish-washing liquid

Please contact the caretaker the day before your arrival on 0438 715 554 to confirm numbers and arrival time.

Upon arrival, please provide a list of campers to the caretaker for emergency requirements.

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

Office Use:

Payment:	Deposit:	Date: _____	Amount: _____	Receipt # _____
	Balance:	Date: _____	Amount: _____	Receipt # _____

CAMP RULES

1. Campers are required to do the following -
 - set tables for each meal
 - wash the dishes
 - keep hall and dormitories and shower block clean and swept daily
2. The Caretaker's house and garden area are OUT of BOUNDS at all times.
3. NO SMOKING rule applies to all buildings of the campsite, and in the scrub area.
4. NO eating or drinking, or ball games in dormitories.
5. All rubbish is to be placed in appropriate bins provided.
6. The pin-up boards ONLY are to be used to display posters etc.
7. If drinking cups are taken on excursions, it is the responsibility of the hirer to ensure their return - otherwise a charge may be made.
8. Any camp fire must be completely extinguished before leaving the area.
Camp fires are not permitted during the fireban season.
9. Glass, metal or any other hazardous materials must be cleared away before vacating.
10. In consideration of nearby residents, loud music or other activities with excessive volume are to be kept to a minimum after 10.30 weeknights, and midnight on weekends.
11. IF FIRE EXTINGUISHERS HAVE BEEN DISCHARGED, A \$100 FEE WILL BE ADDED TO THE ACCOUNT. SMOKE ALARMS MUST NOT BE TOUCHED UNDER ANY CIRCUMSTANCES.
12. Indoor chairs are NOT to be taken outside.
13. The camp is to be left in a clean and tidy condition - otherwise an extra cleaning charge will be made.
14. Outside blinds are to be operated only by the camp caretaker.

**Safety is our first priority
– we aim to provide a safe environment for your enjoyment –
please help us ensure this can be accomplished by adhering to the above rules.**

JOBS TO BE COMPLETED BEFORE LEAVING

DINING ROOM:

- Stack tables and chairs as instructed by caretaker
- Clean table tops
- Sweep floor
- Empty fire ashes (if used)
- Close windows

WASHING UP ROOM:

- Check that all plates, etc. are dried properly and put away
- Wipe sinks and draining boards
- Clean stove
- Sweep and mop floor

DORMITORIES:

- Remove sand and other rubbish from underneath mattresses
- Each bunk to be left with one mattress
- Sweep floor
- Close windows
- MUST BE VACATED by 9:30AM morning of departure to allow for caretaker's inspection prior to leaving the campsite.**

GAMES ROOM:

- Sweep floor and leave in a tidy state
- Close windows

TOILETS:

- Sweep shower and toilet floors - **NO SAND TO BE LEFT IN SHOWERS**
- Wipe hand basins and surrounds
- Mop toilet and shower floors and empty bins

CAMP GROUNDS:

- Pick up all litter and ensure any hazardous materials (eg glass bottles, metal etc.) is cleared away
- If a camp fire has been lit, it must be extinguished completely
(NB - not permitted during fireban season)

SELF CATERING:

- Check that all pans, trays etc. are clean and dry
- CLEAN SINKS, STOVE TOPS, OVENS, HOT PLATES**
- Place all equipment back in its appropriate place
- SWEEP AND MOP FLOORS IN COLD ROOM AND KITCHEN**
- CLEAN OUTSIDE BARBECUE PLATE - IF USED**

**KEYS ARE TO BE RETURNED TO THE CARETAKER,
WHO WILL THEN INSPECT THE PREMISES.**

**PLEASE NOTE: IF CAMPSITE IS NOT SATISFACTORILY CLEANED,
THE CLEANING BOND WILL NOT BE REFUNDED
AND AN EXTRA CLEANING CHARGE MAY APPLY.**

Thank you for your co-operation.