

Fitzroy Falls Conference Centre's General Conditions for Hire

It is the responsibility of each group to ensure that campers understand and follow the Campsite's rules and procedures. Each group must have a competent leader in charge to liaise with Campsite staff. The group leader is responsible for camper supervision at all times. Campsite staff may instruct, lead and demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision and safety.



DAILY DUTIES

The campsite is to be maintained in a clean condition by the campers. **Catered groups** are to provide duty groups to set and clear tables for each meal if required and to sweep the dining area. Other daily duties may be required and will be specified by campsite staff. **Self-catered groups** are to maintain all areas in a hygienic manner. Campsite staff will clean the public toilets on the site. An excess cleaning fee will be charged if facilities are left in an untidy state.

SLEEPING ACCOMMODATION

For the health and safety of the hire group the number of campers sleeping per room must not exceed the number of beds. Bedrooms and ensuite are to be kept clean. No blankets are to be removed from the rooms. Children under 14 are not to occupy PARK CABINS unless each cabin is supervised by a responsible adult. All rubbish must be removed from bedrooms and must be placed in outside bins before vacating rooms. Beds must always be moved back to their original positions.

ARRIVAL AND DEPARTURE

Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time. All groups are requested to tidy and vacate the accommodation areas at the agreed departure time. Areas of the campsite are to be cleaned as directed by Campsite staff and inspected prior to departure.

All equipment is to be returned and losses or breakages accounted for.

The Campsite staff need to address the campers as soon as practicable after arrival. It is the responsibility of the group leader to assemble the campers at a mutually convenient time. If group dynamics do not permit this then it is the responsibility of the group leader to convey the safety briefing to the campers according to Campsite staff directions.

EMERGENCY PROCEDURES

(i) Procedures

Emergency procedure notices are posted throughout the campsite and campers should make themselves familiar with the arrangements.

(ii) Fire Fighting Equipment

Extinguishers, hose reels and smoke detectors are vital and are located around the site. These should not be tampered with or removed.

(iii) Fires

No fire may be lit onsite without the consent of Campsite staff. Restriction notices and Total Fire Ban Days must be strictly observed.

PROPERTY

(i) Damage and loss

All breakages and losses to campsite property or equipment are to be reported to the campsite management. They will be invoiced to the group.

Campsite takes no responsibility for the loss or damage to personal property.

Campers are only permitted to access the building to which they have been allocated.

(ii) Parking

All vehicle parking is strictly at the owner's risk and only in areas as directed or sign posted.

(iii) Speed Restrictions

Speed restrictions apply and are strictly enforced.

(iv) The environment

The campsite is a sanctuary for flora and fauna. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment.

Care and commonsense should be taken when approaching campsite animals. Garbage and recyclable materials are to be placed in the designated areas.

(v) Alcohol/Smoke free environment

All buildings on the campsite are designated smoke free zones. Alcohol can only be consumed with prior written approval of the campsite.

(vi) Out of bounds areas

Workshops, residences, surrounding property, water bodies, and petrol bowsers are 'out of bounds' areas. Other areas including work sites and activity areas are 'out of bounds' unless directed by Campsite staff.

TELEPHONE - Emergency calls

Campsite staff are to be informed of any calls for emergency services and will make the business telephone available.

FIRST AID

First Aid is the responsibility of the group. Groups must also provide their own first aid equipment and trained staff. Fitzroy Fall Conference Centre has first aid supplies available in the case of an emergency; however a charge may be added to your final invoice for the use of these supplies.

ACTIVITY PROGRAMS

The campsite provides some equipment for recreation and sports activities including basketball, mini-golf, tennis, and volleyball. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for activities undertaken. The campsite staff reserve the right to withdraw equipment or access to activities should the camper group not provide suitably trained, qualified or experienced activity leaders or be found abusing equipment. When Campsite staff demonstrates, leads or instructs a specialised activity they will take responsibility for the technical skills and related safety of campers. Group leaders are responsible for the supervision and behaviour of campers at the activity, to and from the activity and for those campers waiting their turn. Campsite staff will assume first aid responsibilities while the group is undertaking specialised activities under their control. No specialised activities are to be undertaken without the prior approval of Campsite staff. Use of the swimming pool is conditional on compliance with the rules and supervision guidelines posted at the pool and available from the office. The Campsite can pre arrange excursions to a variety of local attractions. The group leader is responsible for identifying safety issues associated with an excursion and taking the necessary precautions.

GROUP LEADERS

The group leader must ensure that campers under 18 years of age have appropriate parent/guardian consent to attend the camp; that each camper has completed a health/medical record sheet for your information; that the campsite's incident/injury/near miss register is filled out for all such incidents; and that the Campsite is provided with a list of all camper names on arrival if not before. It is the responsibility of the group leader to inform all day-visiting members of the group of the campsite's safety briefing and 'general conditions for hire'.

TERMINATING THE OCCUPANCY

We reserve the right to terminate the occupancy without notice for breach of the General Conditions for Hire. Campsite Staff are empowered to take action as may be deemed necessary for the proper conduct of the camp.

MINIMUM AND FINAL NUMBERS

A minimum charge exists for the hire of the campsite. Please enquire when booking. Final numbers for your group are to be provided 2 weeks before your arrival.

We reserve the right to charge for that final number if your group numbers fall in the days leading up to your camp.

BEHAVIOUR

Group leaders are asked to remind campers to respect each other, other's personal property and the environment. All noise should cease by 11:00pm. Food and drink may only be consumed in the dining room or outdoors. Enclosed shoes must be worn at all times for the safety of the campers.