

# Log Cabin Camp Pty Ltd

## 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. Campsite recommends a ratio of one leader to ten campers (1:10). The group leader is responsible for camper supervision at all times. Campsite staff, or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity, but the group leader is deemed to be responsible for overall group supervision and safety. The campsite staff will provide procedures for the conduct of specialised outdoor activities on arrival at camp.

### **ARRIVAL/DEPARTURE:**

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. Campers must not enter the camp prior to the allocated time and must not overstay the allocated departure time. All groups are requested to remove belongings, remove any rubbish and vacate the accommodation areas by 10 am on departure day (usually before breakfast for school groups) or other time arranged with management. Whole campsite must be vacated by departure time described on the Hire Agreement. Areas of the campsite are to be tidied as directed by Campsite staff and inspected prior to departure. All equipment is to be returned and losses or breakages to be accounted for.

### **WHEN YOUR GROUP ARRIVES:**

On arrival the leader of the group must supply to the office a list of all campers including leaders in the group (Campsite User Information Register – first and last names) and any other relevant information that Log Cabin Camp staff may require (such as any potential bed wetters). Please check with staff that anything you may need (eg. DVD/TV etc) is available.

### **ACTIVITY PROGRAMS:**

Programs and activities are only available with approval prior to arrival at the campsite. All activities are subject to and conditional upon certain criteria at any given time and this is always at the discretion of the camp Director/Manager. The campsite provides some specialist equipment for recreation and sports activities and these include initiative activities, archery, canoeing, flying fox, giant swing, leap of faith, milk crate stacking and bungee trampolines. Water activities, including canoeing, require a supervisor with a suitable **life guard qualification** or similar. 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, including sub-contracted activity providers, demonstrate, lead or instruct an 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 awaiting their turn. Campsite staff or sub-contracted activity providers 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. The group leader is responsible for identifying safety issues associated with any excursions and taking the necessary precautions.

## **BEHAVIOUR**

Group leaders are asked to remind campers to respect each other, others personal property and the environment. All noise should cease by midnight on Saturday night and 11.00pm on other nights. Food and drink may only be consumed in the dining room, or out of doors. No food or drink is to be stored or consumed in any of the sleeping quarters.

## **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. No dishwashing duty is required! Other daily cleaning duties may be required and will be specified by campsite staff.

Self-catered camps are responsible for their own dishwashing and are required to keep the kitchen clean throughout their stay. This includes mopping the floor in the kitchen daily and sweeping out the hall.

## **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 and smoke detectors are vital pieces of our safety equipment and are located around the site. These should **not** be tampered with or removed.
- iii) **Fires:** No fire or BBQ may be lit on the property in periods of fire danger without the consent of Campsite staff. Fire restriction notices and Total Fire Ban Days must be strictly observed.

## **FINAL DETAILS:**

The final number of campers including staff, plus any special dietary requirements must be forwarded to the campsite at least 14 days prior to date of arrival (for catered camps). Invoicing will be based on these numbers. Please note that campers need to bring their own cut lunch on the day of arrival at camp (unless otherwise arranged). Cut lunches are also available for excursions etc., upon request.

**FIRST AID:** First aid is the responsibility of campers. Campers must provide their own first aid equipment/kit and trained staff.

## **GROUP LEADERS:**

The group leader must ensure:

- 1) That campers under 18 years of age have appropriate **parent/guardian consent** to attend the camp;
- 2) That each camper has completed a **health/medical record sheet**;
- 3) That campers are made aware of Sunsmart requirements i.e. to wear hats, sun block and long sleeves where appropriate.
- 4) That the campsite's **Illness, Injury and Near Miss register** is filled out for all such incidents;
- 5) That Log Cabin Camp is provided with a **written list of camper's names** (User Information Register) upon arrival.
- 6) **It is the responsibility of the group leader to inform all day visiting members of the groups of the campsite's safety briefing and "general conditions of hire".**

## **MINIMUM NUMBERS**

For self-catered camps, different minimum charges exist for the hire of the campsite depending on the time of year, whether school holidays, long weekends and Easter (see pricelists or contact management for details). If your group is smaller than the minimum, you will still be required to pay the minimum fee applicable (stated on your Hire Agreement or described on pricelist sent with your Hire Agreement).

Minimum numbers for a catered camp are stated on the price list sent with your Hire Agreement. No teacher discount is given until minimum numbers are reached. The minimum numbers for catered camps during weekends is 50 (except long weekends, please check with management for details).

## **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 buildings 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. The Speed limit of 10kph is to be adhered to on the property.
- iv) **The environment:** 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 designated areas. Suitable food scraps are to be separated from general rubbish and fed to campsite animals (see staff for more information).
- v) **Alcohol and Smoking:** All buildings on the campsite are designated smoke free zones. Log Cabin Camp has a limited alcohol policy which allows responsible social consumption on the campsite. Smoking is permitted outside but please be courteous to others and place all butts in bins after they are clearly extinguished.
- vi) **Campers Lost Property:** The campsite will keep lost property for a period of 14 days after camp completion date. If we are notified within this time frame and item is in our possession, we will gladly post item(s) at camper's expense or make available for pick up. At the expiration of 14 days, lost property will be donated to a local charity.

**Out of bounds areas:** Workshops, residences, surrounding property, laundry, sheds and storeroom are "out of bounds" areas. Other areas including work sites, animal paddocks and activity areas (ropes course and initiatives) are "out of bounds" as directed by Campsite staff.

## **TELEPHONE:**

1. **Private calls:** Campers can be contacted on 03 5345 2756 (the office number) if necessary. The camp manager's mobile number is 0400 865 047.
2. **Emergency calls:** Campsite staff are to be informed of any calls for emergency services and will make the business telephone available.
3. **Mobile phones:** Do operate in a limited capacity at the campsite and work well in the Creswick Township. Telstra's network has coverage in Creswick. Check with your own provider to see details of their coverage.

## **SELF-CATERED CAMPS:**

Groups are responsible for cleaning and maintaining all areas in a hygienic manner. A list of items supplied and what you NEED to bring can be found on the website or ask for a list. Please note: There is no teacher/leader concession for Self-Catered Camps.

## **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. The bedding is bunk style in all cabins. Some double beds in caboose and Cabin 9. See Bed Allocation form for description of how many beds in each cabin.

Extra rooms not described in Bed Allocation form are available for groups over 130, please contact camp manager to discuss.

Cabins 1, 2, 3, 4, 5, 6, 7, 8 and 9 have full ensuites (toilet, basin and shower) and heating. The ablutions block has extra toilets and showers. Campers staying in the Chapel need to use the toilets and showers in the amenities block nearby.

Cabins 10 and 11 have a toilet next-door but will need to use amenities block for showers.

The Caboose consists of 4 separate rooms each with a double bunk bed and an additional single bed or bunk with shower/toilet/kitchenette at the end of the hall and is generally reserved for use by leaders/families for large camps (over 60). The Caboose may be made available for smaller groups at the discretion of camp management and upon payment of an extra fee of \$20.

Cabins 7 and 9 have two bedrooms with full ensuites, heating and air-conditioning. Cabin 8 has a bedroom and a living area with TV, ensuite, heating and air-conditioning. These cabins are reserved for use by teachers/adults for groups with 50 campers or more. For smaller groups, only one leaders' cabin will be made available.

Extra leaders' cabins may be made available to smaller groups at the discretion of camp management and upon payment of an extra fee of \$20 per cabin.

Log Cabin Camp would like to advise all campers and group leaders that children under 6, bed-wetters and sleep walkers should not sleep on top bunks. Please notify Camp staff of any potential bed-wetters so that we can take precautions (discreetly of course).

Please advise ahead of time if you need to use the extra accommodation areas due to cabin configurations or the large number of campers.

**Bedding: Is not provided by the campsite. Please bring pillows, sleeping bags, blankets, etc.**

## **SOCIAL MEDIA**

During your time on camp, staff may take photos of activities for the camp's Facebook page [www.Facebook.com/LogCabinCamp](http://www.Facebook.com/LogCabinCamp) or website [www.logcabincamp.com.au](http://www.logcabincamp.com.au). Please inform staff if you prefer us not to take photos of your group.

Likewise, if you have taking some great photos or videos of your time on camp, we'd love you to share them with us ([admin@logcabincamp.com.au](mailto:admin@logcabincamp.com.au)).

For [Facebook](#) users don't forget to "check in" to "Log Cabin Camp".

For [Instagram](#) users we encourage the use of our hashtag [#logcabincamp](#).

## **SCHOOL GROUPS**

Please see our website for most up to date copies of forms at:

[www.logcabin-camp.com.au/camp/forms/](http://www.logcabin-camp.com.au/camp/forms/)

Also located on our website, are risk assessment for all activities:

<http://www.logcabin-camp.com.au/camp/teacher-resources/>

## **TERMINATING THE OCCUPANCY**

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

## **WHEN YOUR GROUP LEAVES:**

Please check the cabins (especially under beds) to ensure no belongings have been left behind. If desired, re-booking may be arranged at this time. In order to improve our camp, we welcome feedback. If you would like a feedback form to fill in, please ask.

We hope that all of your planning goes well and that your camp is an enjoyable and successful one. By keeping the above conditions in mind, the running of your program should be easier and smoother. If you have any questions, please do not hesitate to ask.

**HAVE FUN!**

