

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. The whole campsite must be vacated by the 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 (Camper List – 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, dual zip-line and bungee trampoline. Water activities, including canoeing, require a supervisor with a suitable **lifeguard 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.

LIABILITY

To the full extent permitted by law, Log Cabin Camp excludes liability and will not be responsible for loss or damage arising from a Guests failure to obey safety directions or instructions, any pre-existing medical or psychological conditions, and any negligent act or omission.

RISK WARNING

By their very nature, outdoor education and recreation activities involve an element of risk as do many of life's daily activities such as driving your car or crossing the road. Log Cabin Camp has used industry standards of various peak bodies, in looking at what is acceptable risk for a program activity and how that risk can best be managed/controlled. The management of risks (both perceived and real) is very important to Log Cabin Camp. To view our risk assessment for each of our activities please go to the Teacher resource section on our website to access risk management information and activity risk assessments (<https://www.logcabincamp.com.au/resources/teacher-resources/>). By signing the Hire Agreement, the school acknowledges that there is an inherent risk of personal injury including permanent disability and/or death in the physical activities that may be undertaken by the students and staff as part of this program. Acceptance of this proposal requires that the school obtain parent/guardian signed waivers that acknowledge the risks for each student before they can take part in the camp program. The school/user group acknowledges that it is their responsibility to communicate this risk warning to parents & guardians.

BEHAVIOUR

Group leaders are asked to remind campers to respect each other, other's 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 dining areas.

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 or 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 teachers/leaders, 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 for school bookings, 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 and are aware of possible risks;
- 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** (Camper List) 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".**

CANCELLATION POLICY

All cancellations must be made in writing and acknowledged by Log Cabin Camp.

In the event of cancellation at our main site (270 Ascot Road), the following applies:

1. If the cancellation is received more than 6 calendar months prior to the commencement date of the booking, the deposit will be transferred to a future booking or refunded (minus a \$200 admin fee).
2. If the cancellation is received between 2 and 6 months prior to the commencement date, the User Group will forfeit their deposit.
3. If the cancellation is received less than 2 months prior to the commencement date, the User Group will be required to pay a fee equivalent to 50% of the estimated price listed on the Hire Agreement.
4. In signing, the Group hereby fully agrees that the above cancellation fee does not constitute a penalty clause and represents a fair and reasonable financial settlement, having regard to the monetary loss and costs Log Cabin Camp will suffer.
5. Should a smaller booking be secured by Log Cabin Camp to replace the cancelled booking, the full price used to determine the cancellation fee under clause 3, will be reduced by the value of the replacement booking. Should an equitable or larger booking be secured by Log Cabin Camp to replace the cancelled booking, the cancellation fee will be reduced to the administration fee (\$200).

In the event of cancellation at the Homestead (240 Ascot Road), the above also applies, with the exception of self-catered weekend bookings, where deposits are refunded or transferred up until one month before the commencement date (minus a \$200 admin fee).

Log Cabin Camp may cancel the booking if the site is unavailable, or the services are otherwise unable to be delivered due to circumstances beyond Log Cabin Camp's control.

Notice of such cancellation will be given as soon as practicable and the deposit refunded within 14 days or transferred to a future booking. Log Cabin Camp will use reasonable efforts to find the Group alternative dates or a comparable alternative site, however, cannot guarantee that such alternative dates or alternative site will be available.

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.
- 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 common sense should be taken when approaching campsite animals. Garbage and recyclable materials are to be placed in designated areas. Food scraps are to be separated from general rubbish (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 in designated areas only. 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. Campers are only permitted to access the buildings to which they have been allocated.

The Homestead site is out of bounds to campers of groups that have booked the main Log Cabin Camp site and vice versa, unless directed by Log Cabin Camp staff.

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 leader concession for Self-Catered Camps.

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. See pricelists for more information about minimum charges or contact office for more details.

Different minimum charges exist for the Log Cabin Camp main site and the Homestead (next door to the main site).

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 and leaders' rooms at the Homestead. See Bed Allocation form for description of how many beds are in each cabin/room. Log Cabin Camp would like to advise all campers and group leaders that children under 6, bed-wetters and sleepwalkers should not sleep on top bunks. Please notify Camp staff of any potential bed-wetters so that we can take precautions (discreetly of course).

Main Site @ 270 Ascot Road, Creswick:

Cabins 1, 2, 3, 4, 5, 6, 7, 8 and 9 have full ensuites (toilet, basin and shower) and heating. The amenities 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.

Please note that Cabins 10 and 11 face each other, so are best suited for campers of the same gender for school groups.

The Caboose consists of 4 separate rooms each with a double bunk bed and an additional single bunk with shower/toilet at the end of the hall.

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. Cabin 9 has access to screens showing security camera footage, so is suitable for the camp leader. These cabins are reserved for use by teachers/adults.

Extra rooms (for leaders and campers) not described in Bed Allocation form are available for groups over 130 at the main site, please contact office to discuss. 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 fitted sheet, pillows, sleeping bags (or doona etc.)

Homestead @ 240 Ascot Road, Creswick:**Teachers'/Leaders' rooms:**

L1 (with ensuite) has 1 QB plus 1 SB.

L2 (with accessible ensuite) has 2 long SB (or 1 KB) + 1 SB.

Students' rooms:

R1, R2, R3 (3 bedrooms with a shared bathroom): each room has 2 bunks (4 beds)

B1, B2 (two bunkrooms with ensuites): B1 has 7 bunks plus 1 trundle (sleeps up to 15)

B2 has 4 bunks plus 1 trundle (sleeps up to 9)

Bedding: Is not provided by the campsite. Please bring fitted sheet, pillows, sleeping bags (or doona etc.)

TELEPHONE:

1. **Private calls:** Messages can be passed on to campers (via teachers/group leaders) by calling our office during business hours (03 5345 2756).
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:** Telstra's network has coverage in Creswick. Check with your own provider to see details of their coverage.

SOCIAL MEDIA

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

Likewise, if you have taken some great photos or videos of your time on camp, we'd love you to share them with us (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:

<https://www.logcabincamp.com.au/resources/forms/>

Also located on our website, are risk assessment for all activities, activity group size recommendations and insurance certificate of currency:

<https://www.logcabincamp.com.au/resources/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.

BOOKING DURING A PANDEMIC

So that you can book with confidence during the current pandemic we have changed our cancellation policy so that, should you be unable to attend due to restrictions put in place by governing bodies (such as a lockdown), your deposit is able to be transferred to your next booking (for regular groups) or refunded (for one off bookings).

Please visit our website <https://www.logcabincamp.com.au/resources/teacher-resources/> to see extra procedures that are put in place to protect our staff and campers during this time, which are in line with current advice and updated as necessary.

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 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!