



TERMS & CONDITIONS

AGREEMENT

Payment of the deposit by the hirer constitutes agreement to hire the facilities and equipment as per the provided Booking Form and Hire Agreement and the chosen program/package.

LIABILITY

The YMCA of Brisbane, and its agents and employees do not accept responsibility for loss or damage to property or personal injury arising from the use of facilities or activities.

CONFIRMATION & PAYMENT

- Tentative bookings will be held, upon receipt of an application form for a period of 14 days, thereafter dates may be offered to other groups. Bookings will be confirmed upon receipt of a deposit of \$500.
- The balance of charges are to be paid within 7 days from the conclusion of your camp less the booking deposit amount.

PERCENTAGE OF EXPECTED TOTAL FEE

All cancellations must be received in writing. Any cancellations will incur the following charges:

- Cancellation within 90 days of camp commencement **25%** of expected total fee
- Cancellation within 60 days of camp commencement **50%** of expected total fee
- Cancellation within 30 days of camp commencement **70%** of expected total fee

BOOKING NUMBERS

The minimum booking charge is for 20 people.

Please notify the office of any changes to booking numbers (as initially advised when making the tentative booking) as soon as possible. You will be billed for the minimum numbers outlined on your Booking Form and Hire Agreement unless you advise Camp Management. An increase to booking numbers will be accepted subject to availability.

OCCUPANCY

Groups may be required to share the site, Camp Management reserves this right. The site is divided to accommodate multiple groups at once whilst allowing each group privacy with separate accommodation and amenities. Camps are carefully programed to avoid clashes. Exclusive use is available by arrangement. Occupancy may be terminated without refund if conditions of hire are breached. Campers are to only access these buildings to which they have been allocated to.

CATERING

Catering requirements are to be specified on the Student Consent Medical Form. Self-catering is not permissible due to our food handling regulations.

SUPERVISION OF CAMPERS

The Group Leader is responsible for the delegation of supervision duties to ensure campers are supervised at all times. There will be a camp staff member(s) available for liaison on all programs and, where quoted/applicable to coordinate meals and activities. After lights out supervision is strictly the responsibility of the Group Leader.

DAILY DUTIES

Dining Hall: Group Leader is required to delegate duty groups for the setting and clearing of tables, sweeping of the dining hall for each meal.

Cabins: It is suggested that cabins are cleaned/inspected daily to prevent excessive time requirements on the final day.

Camp End: Cabins must be swept, blankets folded, and inspected by Group Leader. Report damage/loss to Camp Management by 9am.

Recreation Hall must be swept and left clean. Campsite must be free and clean of rubbish.

NB: Failure to adequately clean the campsite and facilities may incur a cleaning charge.

ARRIVAL & DEPARTURE PROCEDURES

Arrival and departure times outlined in the Booking Form and Hire Agreement must be adhered to unless alternate arrangements are made with Camp Management in advance. All accommodation areas must be cleaned, vacated and inspected by 9am on the day of departure. Camp staff require a period of time upon arrival of the group to address the campers and convey the campsite safety briefing. Group Leaders are responsible for assembling the group to facilitate this requirement.

EMERGENCY PROCEDURES

- Emergency and evacuation procedures are posted throughout the campsite and campers should familiarise themselves with these.
- Fire Fighting Equipment: All such equipment (smoke detectors, hose reels, etc) is essential for campers safety and must not be tampered with by campers. Any damages must be reported to Camp Management. There is a minimum charge of \$250 for damage to equipment.
- Fires: Fires may only be lit in designated areas and under the approval of Camp Management. Fire bans and restrictions apply. Group Leaders are responsible for supervision and safety around fires at all times.

PROPERTY

- Damage & Loss: All breakages and losses to camp property and equipment are to be reported to Camp Management. These will be invoiced to the group.
- Vehicles & Parking: No vehicles are to be driven in an area other than a designated road or parking area. Identified speed limits must be adhered to.
- The Environment: YMCA campsites are undertaking an ongoing land-care program. Campsites are a sanctuary for flora and fauna. It is essential all campers respect the environment by not disturbing the natural surrounds. All garbage must be disposed of appropriately.
- Alcohol/Smoke Free Environment: YMCVA Camping sites are Smoke Free Environments. Alcohol is only permitted in line with the YMCA policy. Alcohol is not permitted without Camp Management approval or in the presence of minors.
- Out of Bounds Areas: Kitchen, workshops, campsite staff quarters, adjacent properties are all "out of bounds" areas.

FIRST AID

It is the responsibility of the Group Leader to ensure that adequate First Aid expertise and equipment are provided for their group. Any such incidents must be reported to Camp Management. YMCA Activity Instructors will assume responsibility for First Aid when leading an activity. There will be a highly qualified staff member on hand for assistance on all programs/hires.

BEHAVIOUR

Group Leaders are asked to remind campers to respect each other, others personal property and the environment. All noise should cease by 10.30 PM

PUBLIC LIABILITY

All groups must ensure they have adequate public liability insurance to cover:

- Loss or damage to property belonging to your group
- Public Liability to cover injury or death of persons while: travelling to and from the camp, using facilities at the camp, participating in any activities conducted by us or you.

The YMCA may ask for a copy of these documents during the booking process.

POLICIES

Safeguarding Children & Young People

The YMCA has a range of policies and procedures to keep children and young people safe. Details of these policies are available at www.ymcabrisbane.org along with information on how you can report child safety concerns.

Privacy Policy

The YMCA collects private information at the time of the booking. This information is used to establish a point of contact for your group.