

**GLENBARR**  
**Historic Camp and Conference Centre**  
**HIRE AGREEMENT**

**AGREEMENT:**

- Payment of a deposit returned with the completed Booking Form, constitutes an agreement to hire and use the facilities of Glenbarr Camp and Conference Centre under the terms and conditions listed below.
- The Homestead, sheds and private Residence are not part of the campsite hire.
- Campers are asked to use the facilities with care and respect.
- Campers do not have access to adjoining properties.
- No pets are allowed.

**CANCELLATION:**

- Glenbarr will only refund Deposits if the cancellation is made a minimum of 30 days prior to the camp or function date, and the days have been re let.
- All refunds will be calculated less a \$30 Administration Fee.
- In the event of a cancellation by Glenbarr, the deposit will be refunded in full.
- Glenbarr is not a high fire risk area, however groups need to plan for the possibility of bushfires in summer and also in autumn.

**COSTS & PAYMENT:**

- Prices are calculated, per person per day and include GST.
- Full payment is required to be finalised, prior to departure unless other arrangements have been made. Additional costs will be charged if the site is not left clean, tidy and free from damage.

**WEDDINGS:**

**48 Hour Wedding entitlements (in Friday / Out Sunday) Use of:**

- Kathleen's Cottage for two nights
- Stable Inn (Kitchen/Dining area)
- Barn
- Dormitory accommodation for second night for up to 30 people. Additional accommodation will incur an additional cost of \$38 per person per night.

Campsites are available at an additional cost per night \$30.

**Payment:**

A \$500 deposit is required at the time of Booking (subject to the conditions of the Hire Agreement being met).

Payment in full is required one (1) month prior to the wedding.

Marquee erection days and times are negotiable.

#### **OCCUPANCY:**

- Hire for one day is a period of 24 hours – from 4pm to 4pm, unless otherwise agreed by Management.
- Access prior to and after these times may depend on prior bookings.
- A grounds maintenance person may also be on site.
- Parking is at the owner's risk and cars may only be parked in nominated areas.
- Glenbarr do not accept liability for any losses of property or personal injury arising from the use of facilities at Glenbarr. Groups must have Public Liability Insurance to cover their group's activities.
- The nominated Group Leader is responsible for camper supervision at all times, taking care to prevent injury or harm occurring to the group.

#### **EMERGENCY PROCEDURES:**

- The Group Leader will ensure that all campers are advised of camp emergency procedures.
- Continuous ringing of the bell, or activation of smoke alarms, indicates an emergency and all campers are to proceed immediately to the assembly point by the stone wall to await instructions from emergency personnel.

#### **CAMP EXPECTATIONS:**

**FIRST AID** is the responsibility of the Group Leader who must provide a First Aid Kit appropriate to their activities and provide their own mobile phone.

**CAMP FIRES** – Definitely no camp fires of any kind are allowed during Fire Danger Season and any Total Fire Ban day. Outside these times, and subject to Glenbarr management approval, campfires can be lit in the designated area, under the supervision of the Group Leader, and must be fully extinguished.

**STONE WALLS** – Please do not climb on, move or remove any stones from this Heritage site.

**FOOD HANDLING** – At least one person, during a self-catered camp, must be responsible for all food preparation and handling.

**SMOKE FREE AREAS & ALCOHOL** – All buildings and surrounding areas are classified as

“Smoke Free Zones” however a designated covered smokers’ area is provided near the Barn. Alcohol maybe consumed by people over the age of 18 years. A limited liquor license should be obtained for groups and events by the Event Organiser if necessary.

**FURNITURE** – Relocation of any furniture can be negotiated with the Booking Officer.

**CLEAN UP PROCEDURE** – All areas used during the camp must be cleaned prior to departure, and left in the same state as when you arrived. Glenbarr will organise a cleaner if you do not wish to attend to this chore (price on application). Cleaning equipment – mops, bucket, cloths, dustpans and brooms are located in the Laundry, near the Men’s Toilet. Vacuum cleaners are located in the Barn/Conference Room.

1. All litter must be placed in the bins provided and emptied into the large Council General Waste and Recycling bins. Please use the recycling bins at all times. Refundable containers may be left in the bins provided.
2. Dormitories must be vacuumed and Blankets folded and left on the bed with the pillow.
3. Kitchen and Dining Room floors are to be swept, bench tops, fridge, stove and oven to be cleaned and the Kitchen floor is to be mopped.
4. Shower & Toilet bins must be emptied, wash basins cleaned and floors mopped.
5. The Barn/Conference Room is to be attended to as listed below:
  - † Red Chairs to be stacked on the carpet in groups of 5 or less
  - † Trestle tables to be stacked on the carpet
  - † Wash and store dishes, clean sink and bench-top
  - † Turn off and empty the Urn and Fridge, leave the Fridge door ajar
  - † Bag rubbish and empty into the Council Waste bins
  - † Turn off all electrical items including the Air-Conditioners
  - † Sweep the hard floor and vacuum the carpet

Please sign this Agreement and return with your Booking Form.

I/We ..... agree and accept the above conditions.

Signed.....

Date.....