



## The Glenbarr Camp and Conference Centre

ABN 84 007 758 376

### Hire Agreement 2012

**Agreement:** The payment of a deposit or hire fee and the return of Booking Form constitute an agreement to hire and use the facilities of Glenbarr camp and conference centre. Glenbarr reserves the right to re-book dates if a deposit is not received. The Homestead, sheds, private residence and farmland around the site are not part of the campsite hire.

**Cancellation:** Deposit will be returned for cancellations made 6 weeks in advance of the camp/function date less an administration fee. If booking is cancelled without 6 weeks notice the deposit shall be forfeit unless another booking for the same dates can be confirmed and then the deposit shall be returned less the administration fee. If cancellation is due to bushfire danger rating the deposit may be applied to a future booking within 12 months. In the event of cancellation by Glenbarr, the deposit shall be refunded in full.

**Costs:** All prices are per person per day and include GST. A deposit is required to confirm all overnight bookings and bookings will be published when a deposit has been confirmed. Non-residential bookings are expected to pay in full at the time of booking. Prices are subject to change with 3 months notice.

**Payment:** Full payment is required prior to arrival at Glenbarr by cash or cheque with confirmation of numbers unless prior payment arrangements have been made. Any additional costs will be invoiced at the end of the camp once a Glenbarr representative has checked the campsite and the site is clean and free from damage and are payable within 7 days.

**Occupancy:** Hire of one day is for a period of 24 hours from 4pm to 4pm. Access to the site will be provided after 4pm on the booking date at the agreed time. Access prior to this time depends on prior bookings and will incur extra hire charges. Departure on the final day is expected by 2pm. The Hirer agrees and accepts that a Glenbarr representative may be onsite and may supervise the facilities during their stay. Additional representatives may be present as required to maintain the grounds and cater for the requirements of the hirer.

**Liability:** Glenbarr and its agents and employees do not accept liability for any losses of property or damage or personal injury arising from the use of facilities at Glenbarr. It is a condition of hire that groups have public liability insurance to cover their group activities. A certificate should be able to be provided on request.

**Property:** The camp is to be maintained in a clean state by campers and left clean on departure. Any damage to camp property may be charged to the final account. All vehicle parking is strictly at the owner's risk and shall be parked in areas as directed.

**Emergency Procedures:** Continuous ringing of the bell, or activation of smoke alarms, indicates an emergency and campers are to proceed immediately to the assembly point by the stone wall to await instructions of emergency personnel.

**Supervision:** The group leader is responsible for camper supervision at all times and will take all reasonable care to prevent injury or harm occurring to the group. The group leader will ensure that all campers are advised of camp and emergency procedures.

Please complete and return with details of your deposit to [info@glenbarr.com.au](mailto:info@glenbarr.com.au) or mail to Bookings Glenbarr, PO Box 85 STRATHALBYN SA 5255

## BOOKING FORM FOR HIRE OF GLENBARR FACILITIES

### CONTACT INFORMATION

Your Name:		
Group or Organisation name:		
Phone:	Mobile:	E-mail:
Postal address:		
City/Town:	State:	Postcode:

### BOOKING INFORMATION

Type of Group Booking	(i.e. Camp, Wedding, Event, Day hire or other)		
Arrival date	Time	am/pm	Departure date
			Time
			am/pm
Anticipated number: Adults (age 13 years and over)			
Children Age 5-12 yrs		4 years and under	
<input type="checkbox"/> Linen hire (blankets and pillows are provided in dorms)    Number of sets			
<input type="checkbox"/> Hire of Kitchen/Dining for Self- catering			
<input type="checkbox"/> Kathleen's Cottage (sleeps 2 to 4) Linen and towels provided for 4 people			
<input type="checkbox"/> Request Campfire (MAY TO NOV ONLY)			

### CATERING REQUIRMENTS FOR MEALS CATERED BY GLENBARR ONLY:

First Meal required on	Date	Time
<input type="checkbox"/> Request for special meals (i.e. Vegetarian)		

### AGREEMENT

1. A Deposit of \$250 is to be received by Glenbarr to confirm this booking.
2. Final numbers and catering details are to be made 14 days prior to arrival and you will be invoiced for this amount. Payment is due prior to arrival and additional costs must be paid within seven business days.
3. By submitting this application, I accept and agree to abide by the terms and conditions of hire of the Glenbarr Facilities with the Glenbarr Bowman Bateman Foundation Ltd.

Electronic deposit details:	Account Description BSB 085 142	Glenbarr Bowman Bateman Foundation [your group name] Account number 6083 96891
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Cheques are payable to: **GLENBARR BOWMAN BATEMAN FOUNDATION**

Signature:	Person responsible for account (if not same):
Name/Title:	Name:
Date:	Phone:
	Postal Address:

OFFICE USE ONLY			
Deposit amount		Date received	
Final Number Confirmed		CATERING	YES NO
Invoice amount		Date received	
Cancellation amount:		Date refunded	

## Camp Expectations

Campers are asked to use the facilities with care and respect.

**First Aid** is the responsibility of the camp hirer and groups must provide their own first aid kit appropriate to their activities.

**Camp Fires:** There are no open fires outside of any kind during Fire Danger Season. Further restrictions apply on days of Total Fire Ban. Outside fire danger season campfires can be lit in the designated area with an adult present at all times. Any fire is to be fully extinguished before the area is left.

**Keys:** Keys to the Barn and Dorms can be issued on request. A key deposit is required.

**Food Handling Certificate** - At least one person at self-catered camps must be responsible for food preparation and handling and proof of skills provided on request.

**Stone Walls** -Stones on or near stonewalls are not to be moved. These walls are part of the original farm fences and are undergoing heritage restoration.

**Smoke Free Areas:** All buildings and the surrounding areas for up to 6 meters are designated smoke free zones. A covered smokers area is provided near the barn room.

**Alcohol** - Alcohol can be consumed with prior approval where participants are over 18 years. A limited liquor license can be obtained for groups and events.

**Telephone:** There is no access to a telephone onsite. It is expected that the camp leaders will provide their own phone.

**Red chairs:** These are not to be removed from the Barn room.

**Clean up Procedures:** All areas used during the camp must be cleaned prior to departure. The cleaning fee will be applied if your group does not leave the site clean, or if you wish us to clean on your behalf on departure. Cleaning equipment (mops, buckets, cloths, dustpans, and brooms) is located in the Laundry room near the Men's toilet. Vacuum cleaners are located in the cupboard of the Conference room, and the Laundry/Stable Inn.

1. All litter is to be placed in bins, and the bins to be emptied into the large Wheelie Bin near the tank stand. One bin is allocated per camp. Please make use of the recycling bins as much as possible. Refundable containers can be left in the boxes provided.
2. Dorms to be vacuumed. Blankets folded and 6 pillows left in each room.
3. Kitchen and Dining room floors to be swept, bench-tops, fridge, and stoves to be left clean. Kitchen floor to be mopped.
4. Shower and toilet floors to be mopped bins emptied and wash basins wiped clean.
5. The Barn to be tidied as per instructions
  - stack red Chairs on carpet in groups of 5 or less.
  - stack trestle tables on carpet.
  - wash and store dishes clean sink and clean bench-top.
  - empty and turn off urn and fridge; leave door ajar.
  - Bag rubbish and empty into council waste bins.
  - Turn off all electrical items and air-conditioners.
  - Floor: sweep hard floors and vacuum carpet.

Please feel free to give us some feedback on the form provided on the things you enjoyed during your stay, or things that we can improve on. This helps us to make our facilities better for all who will come again.