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# Standard Conditions of Hire

When bookings are made at Campialba, they are made on the following conditions:

## 1. General

- 1.1. These terms and conditions are to be read in conjunction with the management policies of Campialba.
- 1.2. Campialba aims to provide a Christian environment for the promotion of evangelism, discipleship, training and unity in Christ. This is done in accordance with Biblical Christian principles according to the teachings and practice of the Christian Community Churches of Australia; a church with a traditional, conservative, evangelical interpretation of the Bible.
- 1.3. Campialba requires that 'grace' be said at Breakfast, Lunch and Dinner. Staff will usually do this on behalf of the group.
- 1.4. Hirers are not permitted to do or promote anything which they know or ought reasonably to know is inconsistent with the mission of Campialba.
- 1.5. If hirers are in any doubt regarding any aspect of this document or their obligations under these conditions, they should seek the advice of Campialba staff as soon as possible.

## 2. Catering

- 2.1. Campialba is a fully catered campsite and supplies all crockery and cutlery. Menus are planned by the Campialba staff in consultation with camp organisers. Dietary requirements are discussed 7 days ahead of the camp when final numbers are confirmed.
- 2.2. If camp organisers allow casual day visitors, meals provided to these visitors will be included on the final invoice. For catering and planning purposes, day visitors are not permitted without prior consultation with Campialba staff.
- 2.3. All meals are provided onsite. If you require special meals or offsite meals, please discuss this with Campialba staff at least 1 week prior to the camp commencing.

## 3. Facilities

- 3.1. Campialba has 12 cabins which sleep a maximum of 8 each, 2 cabins which sleep 5 each, and three cabins which sleep 2 each in a double bed. There is a large dining room, conference room, recreation hall, games room and a sports field. The specific facilities which you will require for your camp will be agreed prior to the camp. If you need access to specific facilities, please discuss this with Campialba staff at the time of booking.
- 3.2. Toilet and Bathroom facilities will be made available in accordance with camper numbers.
- 3.3. All facilities must be used with care. Cost of repair to damage which is deemed to be beyond normal wear and tear will be invoiced to hirers in the final invoice. All breakages or faults with the site or

equipment must be reported to Campialba staff as soon as it is found.

- 3.4. All vehicles are to be parked in the designated carpark unless prior permission is given by Campialba staff.
  - 3.5. The Hirer will ensure that equipment is secure at all times and whilst in effective control of the equipment, will accept all responsibility for the safety and correct use of the equipment
  - 3.6. No signage or promotional material is to be displayed inside or outside the site without approval of the camp managers.
- ## 4. Activities:
- 4.1. Hirers are responsible for running their own activities. For this reason, Campialba accepts no liability for these activities. Hirers must organise their own public liability insurance policy to cover their camp program, and run their own risk management for activities which they organise.
  - 4.2. It is the hirer's responsibility to have in place appropriate and up-to-date child safety/protection policies and procedures and to operate in accordance with these procedures when managing minors in their care during the course of the hiring period.
  - 4.3. A program detailing the activities of your camp must be given to Campialba 7 days prior to camp commencing. This must include meal times for use by kitchen staff.
- ## 5. Bookings
- 5.1. Tentative bookings are accepted by telephone or email with a date being held tentatively for 7 days whilst you consider our quote.
  - 5.2. To confirm bookings, please pay the deposit when it is invoiced to you. Payment of that deposit indicates your agreement to these conditions and secures the date of your booking.
  - 5.3. Final numbers and any special dietary requirements need to be confirmed 10 days prior to the camp commencing. If the booking requires the use of third-party providers the hirer may be asked to return final details further in advance (e.g. 30 days) in order to fulfil the requirements of those third-party providers.
  - 5.4. Any special site setup or pack-up considerations need to be discussed with Campialba staff prior to the camp. Specific details of these will be included in the booking details summary sent during the booking process.
  - 5.5. Hirers will be invoiced for the whole camp. It is the hirer's responsibility to collect individual camp fees from their campers.
  - 5.6. Guests need to arrive and depart within the agreed hire period. This includes removal of all belongings and correct fulfilment of the clean-up process on site.

6. **Minimum numbers**
  - 6.1. The minimum cost of your booking will be listed as part of your quote. This is usually based on 30 guests staying for the whole duration of the booking and includes accommodation and catering.
  - 6.2. For small groups, a second booking may be accepted, thus not giving you exclusive access to the site. This will be discussed with you at the time of booking if it is relevant to your booking.
7. **Invoicing**
  - 7.1. An invoice will be issued for payment of security deposit at the time of booking. Campialba reserves the right to cancel the booking if the security deposit is not paid on time.
  - 7.2. An invoice for full camp costs based on final numbers will be issued 10 days prior to the commencement of your camp based on your final numbers, and is payable before the commencement of the camp.
  - 7.3. A final invoice may be made out following the camp to include any additional numbers, charges for additional repairs/cleaning, etc.
8. **Duties During Camp**
  - 8.1. During camp a group of 2-4 members of your camp group will be required to assist with serving food, clearing tables and sweeping out the dining hall at each meal time.
  - 8.2. At the conclusion of camp, the campers will be required to clean their rooms in accordance with the information published on the wall of each cabin. Other areas of the site will also need to be tidied in accordance with instructions from camp management.
  - 8.3. If cleaning is not done, a cleaning fee may be charged at the discretion of the site managers in your final invoice.
9. **Bedding**
  - 9.1. Mattresses are supplied. Campers need to bring their own fitted sheet, pillow, bed linen and towel.
  - 9.2. No guests are permitted to sleep directly on a mattress without the use of a bottom sheet.
  - 9.3. Mattresses are to remain in the cabins in which they are located. They should not be moved to other areas of the campsite, or be used for purposes other than sleeping.
10. **First Aid:** Each group is responsible for the first aid associated with their campers. Hirers are required to bring their own first aid kit and ensure a suitably skilled/qualified person is responsible for administering first aid to campers as required.
11. **Hirer's Obligations.** Hirers agree to
  - 11.1. Respect the fact that Campialba is a church property and an appropriate standard of behaviour is to be maintained at all times. Campialba has the continued support of neighbours and needs to consider them when it comes to noise levels, etc. Ensure general outdoor activities are run between 7 a.m. and 9 p.m. only. Oval lights have a 9 p.m. curfew.
  - 11.2. Abide by directions given to them by the Campialba staff as required from time to time.
  - 11.3. Limit the use of the Public Address system to between 7 a.m. or and 9 p.m.
  - 11.4. Always limit the use of loud music.
  - 11.5. Turn off lights in cabins, dining hall, auditorium and recreation hall by 10:00 p.m. each night.
  - 11.6. Obtain all necessary permissions with respect to copyright, performing rights, etc of any work used by them.
  - 11.7. Make provision on their program for Campialba staff to give a safety and house-keeping briefing for their staff, guests and others invited to be present at the venue during the hiring period.
  - 11.8. Not alter, relocate or remove any fixture, including beds.
  - 11.9. Vacate the venue at the end of the hire period. Unless otherwise agreed, this includes removal of all hirer's equipment, dismantlement and removal of any structures owned by the hirer, removal of vehicles, etc.
  - 11.10. Remove excessive rubbish from the site at the end of camp. The site has wheelie bins for collection of normal litter. Large amounts of boxes and rubbish generated during certain activities will not fit into the site wheelie bins and must be removed by the hirer.
  - 11.11. Ensure the conduct of campers is appropriate. Campialba reserves the right to cancel the individual registration of a guest even though they may be part of a group booking.
12. **Animals:** Animals are not permitted on the campsite.
13. **Safety**
  - 13.1. The Hirer will comply with and cause all of its guests to comply with all safety directions and any requirements under current Workplace Health and Safety legislation
  - 13.2. Campialba has obligations under law to manage the site and the visitors appropriately. Despite the hirers having responsibility for the general health and safety of their campers, any significant incidents, sicknesses or serious injuries must be notified to Campialba staff for record-keeping purposes.
  - 13.3. Campialba staff will provide a briefing to campers at the first plenary session of each camp. This briefing will include instructions about safety. Hirers are responsible for ensuring their campers adhere to any expectations made of them in that briefing.
  - 13.4. Smoking is prohibited at Campialba.
  - 13.5. Illegal drugs, gambling or the consumption of alcohol is not permitted on the site.
14. **Communication**
  - 14.1. All communication with individual campers should be done through the hirers and not directly through Campialba staff.
  - 14.2. Campialba staff will deal directly with hirers unless otherwise agreed.
  - 14.3. All advertising for the camp must make the following things clear
    - 14.3.1. Whom to contact regarding the camp.
    - 14.3.2. How to book.
    - 14.3.3. How to pay.
  - 14.4. The Campialba logo may not be used without written permission.
15. **Cancellation – Site/Accommodation/Catering**

The clauses below relate to the provision of site facilities, accommodation and catering provided directly by Campialba.

  - 15.1. If hirers wish to cancel a camp booking, they may do so 90 days' notice in which case the deposit will be refunded less a \$50 cancellation fee. However,

- if the site is able to be relet for the same period, the cancellation fee will also be refunded.
- 15.2. If hirers cancel a camp with less than 90 days' notice, the security deposit will be forfeited.
  - 15.3. If a camp is cancelled within 10 days of the start date, Campialba retains the right to charge hirers for the full cost of the camp.
  - 15.4. If a hirer wishes to postpone a camp, these cancellation clauses will apply to the cancellation of the initial booking and the hirer will be charged a new security deposit on the revised dates.
  - 15.5. Campialba is entitled to refuse service to a guest of the hirer without cancelling the hiring arrangement. This would potentially be the case if the guest were being unruly, or doing something which they ought reasonably to know is not appropriate to do at Campialba.
- 16. Activities and Third-Party Providers**
- 16.1. Campialba may engage third-party providers to facilitate activities for the hirer. In such cases, Campialba will include the names of these third-party providers on the itinerary so that the hirer can carry out any due diligence/risk management they deem necessary. Campialba insurance does not cover the activities of third-party providers. The hirer must satisfy themselves regarding the suitability of their own insurance coverage or that of the third-party provider.
  - 16.2. The acceptance of the itinerary by the hirer gives implicit approval for Campialba to make bookings with third-party providers on the hirer's behalf.
  - 16.3. When Campialba issues an invoice for a deposit, Campialba will clarify if this deposit also contains a deposit for a third-party provider. Such deposits are non-refundable.
- 17. Cancellation – Other Activities / Third-Party Providers**
- These clauses relate to cancellation of activities either provided or organised by Campialba through third-party providers in relation to the booking.
- 17.1. The cancellation policy of the third-party-provider will apply to all bookings made by Campialba with that provider on behalf of the hirer. The third party's cancellation policy/requirements will be passed on in full to the hirer.
  - 17.2. Campialba charges an administration fee for making arrangements with other providers. Campialba will not refund this administration fee if the third-party activity is cancelled for any reason.
  - 17.3. Whilst every effort is made to ensure bookings with third party providers on a particular itinerary are secure, factors such as weather and other factors beyond the control of Campialba, the hirer or the third party provider may cause an activity to be cancelled. In this case Campialba will liaise with the hirer to seek alternative arrangements. This clause should be read in conjunction with the above 2 clauses.
18. **Exclusion of Liability:** Campialba is not liable for
    - 18.1. Any loss or damage caused directly or indirectly by any fault in or failure of electricity supply, lighting, heating, equipment and other things or eventualities beyond the reasonable control of Campialba.
    - 18.2. Any injury (including death) to any person or loss or damage to their property unless caused directly by the negligent act or omission or wilful misconduct of Campialba.
  19. **Variation:** Any variation to these conditions must be made in writing and agreed to by Campialba and camp organisers.