

# EUMERALLA SCOUT CAMP

ABN 39 662 387 026

Address: 1415 Great Ocean Road, ANGLESEA, VIC 3230

Postal Address: PO Box 46, ANGLESEA, VIC 3230

Phone: 0448 631241 Email: [campsite.eumeralla@scoutsvictoria.com.au](mailto:campsite.eumeralla@scoutsvictoria.com.au)



## BOOKING & HIRE AGREEMENT FORM - SCOUT GROUPS

**Name of Group:** \_\_\_\_\_

**Accommodation Requested:** \_\_\_\_\_

**Period of Stay:** From \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_ Arrive: \_\_\_\_\_ am/pm Depart: \_\_\_\_\_ am/pm

**Total number in group (incl. Leaders):** \_\_\_\_\_ **Number of leaders attending:** \_\_\_\_\_

A written list of all camper's names will be required upon arrival at Eumeralla as per "General Conditions of Hire".

**Camp Leader's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home/Bus)

**Email:** \_\_\_\_\_

(Invoice for camp fees will be sent to this email address after departure)

**Deposit (Building hire only):** A deposit of \$100.00 is required to secure your booking **IF** you are hiring a building.  
A receipt **will not** be issued unless requested:  Receipt Required

Payment can only be made via direct deposit to the bank account shown below:-

**Scout Association of Australia, Geelong Region BSB: 633-000 ACCOUNT NUMBER: 168529303**

**\*\*\* PLEASE PUT THE NAME OF YOUR GROUP AND DATE OF STAY WHEN TRANSFERRING FUNDS SO WE CAN ALLOCATE DEPOSIT PAYMENT AGAINST YOUR FINAL INVOICE**

**AGREEMENT:** The Payment of a deposit constitutes an agreement to hire the use of the facilities from Eumeralla.

**PAYMENT:** An invoice will be emailed to the address given above following departure from Eumeralla and is to be paid in full within 7 days. If necessary, any additional expenses incurred (cleaning, breakages etc.) will be included on this invoice.

**OCCUPANCY:** Please note that as the camp has multiple facilities there may be other groups on site.

**LIABILITY:** The Hirer acknowledges that to the fullest extent permitted by law, Scouts, its servants and agents are not under any liability to the Hirer or to any third party for any loss of or damage to any property or injury suffered.

**CANCELLATION:** Deposit refunds will only be given for cancellations made one (1) month in advance of the camp date. In the event of a cancellation by Eumeralla the hirer shall be entitled to a full refund of all monies paid.

I have read the information above and the attached 'General Conditions of Hire' and the group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Position Held:** \_\_\_\_\_

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## **BOOKING & HIRE AGREEMENT FORM - SCOUT GROUPS**

### **GENERAL CONDITIONS OF HIRE**

**PLEASE NOTE THAT IT IS A CONDITION OF HIRE THAT BUILDINGS ARE TO BE THOROUGHLY CLEANED BY THE USER BEFORE DEPARTURE. IF THE BUILDINGS ARE NOT CLEANED TO A SATISFACTORY CONDITION, YOU WILL BE CHARGED AN ADDITIONAL CLEANING FEE.**

#### **ARRIVAL AND DEPARTURE**

- Campers must not enter the camp prior to the allocated time and must not stay past the allocated departure time. All groups are requested to clean and vacate the accommodation area by 12pm on departure day unless by prior arrangement. Areas of Eumeralla that you have used are to be cleaned as directed by the Camp Rangers and inspected prior to departure. If you have left an area untidy you will be charged an additional cleaning fee.
- All equipment is to be returned and losses and breakages to be reported and accounted for.

#### **SLEEPING AND ACCOMMODATION**

- For the health and safety of the hire group the number of campers sleeping per room must not exceed the number of beds. Mattresses are fitted with PVC covers and guests are required to bring a sheet to use over these even when using a sleeping bag.

#### **DAILY DUTIES**

- Eumeralla is to be maintained in a clean condition by the campers. All rubbish and recyclables must be put in the appropriate bins and not mixed. Kitchens must always be kept clean according to the Food Handlers Act.

#### **CAMPING, FIRE AND BBQ AREAS**

- At all times no vehicles are allowed on camping areas. They must stay on designated roads and car parking areas to help protect our fragile environment.
- No fires or BBQ's are to be lit on the property throughout the entire fire danger period. Fire restriction notices and Total Fire Ban days must be strictly observed.
- All fires must have consent from Camp Rangers.

#### **LEAVE NO TRACE POLICY**

- Adopt the "Leave No Trace" principle. This means packing out everything you bring in, from food wrappers to water bottles. Leave the park as pristine as you found it, if not better.
- Before you visit Eumeralla, make a plan for managing your waste. Bring reusable containers, bags, and utensils to minimize your rubbish. Ensure you have a bag to collect any waste you do generate.

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### EMERGENCY PROCEDURES

- Emergency procedure notices are posted throughout Eumeralla and campers should make themselves familiar with the arrangements.
- Extinguishers and smoke detectors are vital and are located around Eumeralla. These should not be tampered with or removed. Any damage must be paid for by the camper.
- Under extreme fire danger days the camp will be closed and all campers must vacate until deemed to be safe.

### PROPERTY

- All breakages and losses to Eumeralla property or equipment are to be reported to Camp Rangers. These will be invoiced to the group. Eumeralla takes no responsibility for the loss or damage to personal property.
- All vehicle parking is strictly at the owner's risk and in areas as directed or sign posted.
- Speed limit is Walking Pace only and is strictly enforced. Observe speed humps and oneway streets. Reckless driving will result in instant eviction for entire group. No vehicle movement within camp between 11pm and 7am unless for an emergency.
- Eumeralla is a sanctuary for flora and fauna. The staff at Eumeralla takes pride in presenting the facilities and grounds in a professional, clean, safe and hygienic manner. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken if you come across native animals. **Please do not feed them.**
- Eumeralla is a designated smoke free zone.
- Eumeralla is a dry camp. **No Alcohol** is allowed in camp at any time.
- Workshops, residences, surrounding property, power and gas areas, work sites, cliff faces, revegetation areas, water bodies and electrical power boxes are out of bounds. Campers are only permitted to access the buildings to which they have been allocated.

### FIRST AID

- First Aid is the responsibility of campers. Campers must provide their own first aid equipment and trained staff.
- A defibrillator is available if needed at the front door of the office.
- Camp Rangers are to be informed of any calls to emergency services and will make the business phone available.

### GROUP LEADERS

- The group leader must ensure that campers under 18 years of age have appropriate parent/guardian consent to attend the camp and
- That each camper has completed a health/medical record sheet. Any incidents are to be reported to Camp Rangers.
- It is the responsibility of the group leader to inform campers and visiting members of their group of Camp Eumeralla's General Conditions of Hire.
- On arrival Camp Rangers need to be informed of total numbers in your group. When leaving camp during your stay please log out on the front notice board.

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## **BOOKING & HIRE AGREEMENT FORM - SCOUT GROUPS**

### ACTIVITY PROGRAMS

- Programs and activities are only available with approval prior to arrival at Eumeralla. Eumeralla provides some specialist equipment for recreation and sports activities and these include low rope course, caving, initiative activities, games room and archery.
- It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for the activities undertaken.
- Obstacle courses may be dangerous if used by inexperienced persons. Persons using obstacle course do so at their own risk and accept that they waive and forgo any legal right they may otherwise have against Eumeralla Scout Camp.
- Camp Rangers reserve the right to withdraw equipment or access to activities should the camp hirer not provide suitably trained, qualified or experienced activity leaders or be found to be abusing equipment. Group leaders are responsible for the supervision and behavior of campers at the activity, to and from activity and for those campers awaiting their turn.
- No specialized activities are to be undertaken without prior approval of Camp Rangers. The group leader is responsible for identifying safety issues associated with an excursion and take necessary precautions.

### BEHAVIOUR

- Group Leaders are asked to inform campers to respect others and personal property, camp property and the environment. All noise should cease by 10.30pm.

### TERMINATING THE OCCUPANCY

- Eumeralla reserves the right to terminate the occupancy without notice for breach of the General Conditions for hire. Camp Rangers are empowered to take action as deemed necessary.

### RESPONSIBILITY

- It is the responsibility of each group to ensure that campers understand and follow Eumeralla's rules and procedures. Each group must have an adult leader in charge to liaise with Camp Rangers.
- The group leader is responsible for camper supervision at all times and is deemed responsible for overall group supervision and safety.