

Terms of Hire

Updated 30/5/16

IMPORTANT

To be read before signing your application form.

PO Box 7
Galston NSW 2159

Phone 02 9653 1041

Email
office@crosslands.org.au

CROSSLANDS IS A SDA CHURCH OWNED, MULTI-USE FACILITY

Unless you have an exclusive booking there may be others using other Venues as well as activities & facilities. Management will assist in co-ordinating shared facilities. (Pool, canoes, etc.)

Bookings:

All bookings are for a two night minimum
All individuals pay for two nights

Weekend Bookings:

General weekend: Two nights (Friday & Saturday nights)

All individuals pay a two night weekend

Long Weekend: Three night long weekend (Fri - Sat - Sun nights)

All individuals pay a three night weekend

- Overnight accommodation period is from **4.00pm until 2.00pm** the following day.

Groups wishing to take advantage of an extra early arrival or later departure in order to extend activity time will be approved on a case by case basis. Groups choosing extended times are required to pay an extra charge.

Short fall of booking numbers:

Any short fall of booking numbers will be charged at the Adult rate.

Applications:

Where an application is made on behalf of an organisation or group, the applicant will state the name of that organisation and his/her authority to make the application. All applications are subject to the approval of the Management Committee.

Confirmation of the booking is made, only when deposit and a signed and completed Agreement has been received by the due date.

Arrival Requirements:

- All group leaders **must** report to the office on arrival where Keys for facility hire and activities will only be handed over once duty of care document and Bond Form has been signed.
- A register of all people staying on the property including day visitors must be lodged at the office on arrival.



Important Hire Conditions:

- **No cigarettes, alcohol, drugs or gum** are allowed on the property. (strictly enforced)
- **Strictly No glitter.**
- No signs or posters to be stuck to painted surfaces.
- Noise: Amplification should be turned down at 10pm and all noise must cease by midnight. (Council Curfew)
- All vehicles to be parked in the car parks provided, leaving service roads open for service and emergency vehicles. This is an official safety requirement. **NB: if any vehicle is found unattended and blocking an access road a \$30 infringement notice will be issued.**
- No Pets.
- No firearms or explosives.
- Report all breakages, damaged property must be reported to the centre Management and will be paid for before departure, unless other arrangements have been agreed.
- Report accidents causing injury.
- Each group must bring a First Aid Kit appropriate for the activities of the group.
- A single final payment should be made at time of departure; alternatively a 7 day account may be approved by administration. If a final payment is not made within 7 days then a 10% administration fee will be added to the outstanding balance.

Caring for campsite:

Campsite must be kept clean & tidy. Bathrooms & Kitchen must be kept in hygienic condition. No items to be removed from kitchen including plates, glasses and cutlery.

Refuse Disposal:

Unfortunately Crosslands does not have the luxury of Council Refuse collection and therefore have to take all Bins out on a trailer and pay for its disposal. While we are happy to dispose of your normal waste, any larger items left, such as broken camp furniture etc. will incur a disposal charge

Canoes & Kayaks:

Paddles and PFD's to be cleaned and locked away daily and never left on the ramp.

Supervision of campers:

- Adequate supervision of children and young people must be provided to maintain safe behaviour at all times.
- The Swimming pool and canoeing must have adequate supervision.
- No swimming at night without lights.
- If using the pool inflatable, make sure you have a responsible person on either side of the pool to ensure safety.
- No clothing other than swimming attire is to be worn in the pool.

Liability and Insurance Cover:

Crosslands has a third party public risk insurance to cover management, employees and volunteers in the event of an incident causing them to be held liable.

The hirer should also have public risk insurance in case an incident should cause them to be held liable. A certificate of currency should be supplied with your application form.

The hirer will not take legal action against *Crosslands* should there be any injury caused by the hirers or their invitees.

Departure & Clean up:

- Accommodation area's in Edilong should be **vacated by 11am on the day of departure.** (for staff to carry out restocking and maintenance requirements) The group may continue to use the Kitchen, dining/function hall meeting rooms and common toilet areas until departure at 2pm.
 - The Camp coordinator is asked to appoint a person to be in charge of cleaning duties.
 - During occupancy, the facilities are expected to be kept in a clean and tidy state.
 - There is a cleaning schedule in each of the rooms which needs to be completed at the close of occupancy; each group is to leave the property the way in which it was found. This includes presentations of facilities, kitchens, accommodation area's and grounds.
 - All furniture must be returned to its original position.
- In the instance of non compliance cleaning rates will apply.**

The premises must be inspected by a Crosslands employee and the keys returned prior to departure and before the Bond will be reimbursed.

Lost Property:

If an item of value is found and an owner is located, we will post at the owners expense. Alternatively they can organise for that item to be collected. Found items will be held for one week.

Crosslands will not be held responsible for any lost, stolen or damaged property belonging to the hirers.

Cancellation Policy Accommodation:

– Deposits / Booking fees are non-refundable

A cancellation within 4 months of the booking date with no replacement client will incur a fee of 85% of the greater of either their expected number or the minimum number required.

Should a booking be secured by The Centre in substitution then the minimum amount due will be reduced by the value of the substitution.

Cancellation Policy Tenting – Camping:

– Deposits / Booking fees are non-refundable

Cancellation Fees payable:

31 + days	=	25%	of your expected number
15 - 30 days	=	50%	of your expected number
00 - 14 days	=	100%	of your expected number

Breaches to Terms of Hire:

Persons or groups not adhering to conditions may be asked to leave by the management and will have no redress or refund of fees.

Breach Of Agreement:

Crosslands Convention Centre management reserves the right, at their sole discretion, not to approve any application or to cancel the agreement at any time for any breach of policy and procedures.

Failure to comply with the requirements of this policy, will be regarded as a breach of the Agreement, giving Crosslands Convention Centre the right to sue for recovery of any amount due or to cancel all or any such future bookings.