



Cahoots Adventure Camp Conditions and Notices Form

1. Group Coordinator

- a. Each group wishing to book Cahoots Adventure Camp must nominate a Group Co-ordinator who has the authority to act on behalf of the group. The Group Co-ordinator must be a responsible adult, twenty years or older, must be in attendance for the duration of the camp and accepts all responsibility for the group, monies payable and adherence to all Cahoots Adventure Camp conditions, policies and camp team's instructions.

2. Booking and Payments Process

- a. Following application, a tentative booking is held for 14 days. A quote and Booking Form are sent to the Group Coordinator. Once the Booking Form is signed and returned, an invoice for the deposit will be issued.
- b. The booking is confirmed once the deposit has been paid. If the deposit has not been received within 14 days, the tentative dates will be released to be booked by other parties.
- c. Deposits are non-refundable.
- d. Leading up to the camp, the Group Coordinator will receive regular emails from the camp team requesting relevant information for the booking.
- e. The pre-camp invoice, based on final numbers (or minimum numbers, whichever is greater) will be issued 30 days prior to camp commencement.
- f. Full payment of the pre-camp invoice is due 14 days prior to camp commencement.
- g. Final guest attendance may be provided up to 72 hours prior to arrival. Guests who do not attend camp following the final update will be charged a 25% cancellation fee of the individual fee due, as calculated by the quote.

- h. Guests leaving after the first night will be charged for the full camp, including activities and catering where booked.
- i. Should there be any variance to the pre-camp invoice, a final account will be issued at the conclusion of the camp. Payment of final the account is required within 7 days.
- j. The Group Co-ordinator is responsible for keeping details of guest attendance including day visitors.

3. Cancellation

- a. Groups that cancel less than 30 days prior to the scheduled date, will incur a cancellation fee of 30% of the current quote total, in addition to the deposit.
- b. If less than 14 days written notice of cancellation is given, the group will incur a cancellation fee of 50% of the current quote total, as well as the deposit amount and any fees charged to Cahoots Adventure Camp by third party providers.
- c. If cancellation occurs prior to or during a camp due to circumstances beyond the control of Cahoots Adventure Camp management (including but not limited to bushfire or adverse weather conditions), the following cancellation fees will apply:
 - i. If cancelled prior to commencement of camp, 50% of quote, or 50% of any costs incurred in preparation for the camp, if the booking is transferred within the same financial year.
 - ii. If cancelled mid-camp, the Group Coordinator is responsible for the full cost of services rendered during the group's stay at Cahoots Adventure Camp, plus 50% of the quoted or billed value for the remainder of the camp booking. This may be reduced if a day booking is made for a later date.

- d. If cancellation of the camp occurs due to the breakdown or malfunction of Cahoots Adventure Camp plant or equipment, the following cancellation fees will apply:
 - i. If cancelled prior to the commencement of camp, no cancellation fee will apply if the booking and deposit is transferred to a mutually suitable date. Should the Group Coordinator choose not to transfer the booking, the deposit may be forfeited.
 - ii. If cancelled mid-camp, the Group Coordinator is responsible for the full cost of services rendered during the group's stay at Cahoots Adventure Camp, plus the cost of perishable items purchased and third-party activity cancellation fees incurred by Cahoots Adventure Camp.
- e. The management at Cahoots Adventure Camp or Cahoots WA cannot be held liable for any loss of food or equipment belonging to the Group Coordinator or camp group, caused by plant or equipment malfunction, adverse weather conditions, theft, natural disaster or any other event.

4. Self-Catering

- a. Cahoots Adventure Camp is a catered campsite with self-catering available during holiday periods and weekends. The following conditions apply to all groups approved for self-catering:
 - i. Catering must be provided by experienced, responsible adults.
 - ii. A daily Kitchen Hire and Cleaning fee is charged (refer to the Cahoots Adventure Camp Price Guide for current rate).
 - iii. Cahoots Adventure Camp reserves the right to supervise the use of all facilities at its discretion.
 - iv. By choosing to self-cater, the Group Coordinator accepts full responsibility for ensuring all food is prepared and handled in accordance with all relevant food safety laws, guidelines and requirements as prescribed by state and local government.

- v. Cahoots Adventure Camp takes no responsibility or liability for any harm, fatality or injury to guests with special dietary needs. Full responsibility for the aforementioned rests with the group and Group Co-ordinator.
- vi. The Group Coordinator will ensure the kitchen is left clean and tidy in accordance with the written instructions provided. Additional cleaning fees may apply.

5. Dietary Requirements and Allergies

- a. Dietary requirements are catered for to ensure camp guests with involuntary dietary needs feel welcome and cared for. This service should be restricted to those with genuine dietary needs only.
- b. The Dietary Requirement Report is required to be completed and returned to the Cahoots Adventure Camp team no less than 14 days prior to the camp commencing. If additional dietary needs become known after submitting this form, please update the form and send to Cahoots team members as soon as possible.

6. Third Party Activity Providers

- a. Should your group wish to organise their own additional activities provided by a third party, details of the provider must be supplied to camp management prior to the camp, including provider name and ABN, activity description and evidence of current public liability insurance. Camp management reserve the right to full discretion over the activities and providers admitted to camp premises.

7. Optional Activities and Attractions

1. Swimming Pool

The swimming pool is available for guest use from October to April for a once-off fee under the following conditions:

- a. Guests use the pool at their own risk.
- b. The pool must be booked by the Group Coordinator.
- c. Pool rules are clearly displayed in the pool area and must be followed.
- d. Groups using the pool must provide a supervisor trained in CPR.
- e. Groups must provide one dedicated supervisor for every 30 guests under the age of 18, or 1:1 supervision for less competent swimmers and children under the age of 7.
- f. A maximum of 30 guests may use the pool at any one time.
- g. Guests must not swim with open sores or rash where blood or infection is present.
- h. These requirements do not supersede the requirements of individual camping groups or their organisations. Groups are encouraged to check with their organising body to clarify policies regarding water-based activities.
- i. Cahoots Adventure Camp reserves the right to close the pool or cancel any bookings relating to pool use.

2. High Ropes Course, Low Ropes Course, Climbing Wall and Climbing Structures

Cahoots Adventure Camp is committed to conducting its recreation programs and activities in a safe manner. Through ongoing audits, regular maintenance, adherence to rules of use and team training and development; camp management strives to reduce risk and insists that all participants follow safety rules and instructions that are designed to protect the participants' safety.

- a. Participants and guardians of minors using the facilities or taking part in the activities must recognise that there is the potential for risk or injury when choosing to participate in activities at Cahoots Adventure Camp.
- b. The High Ropes Course, Low Ropes Course, Climbing Wall and additional climbing structures include a series of challenging activities intended to engage the physical, mental and emotional resources of each participant.

The Group Co-ordinator, supervising camp leader or parent/guardian is responsible for determining if any guest, particularly a minor/child/ward is physically fit and/or adequately skilled for the onsite activities.

- c. The Group Coordinator confirms that each participant has read and understands the rules of use for each attraction. They agree to abide by those rules and understand that by not doing so, they may increase the risk of accident to self or others that may result in injury. Cahoots Adventure Camp and the Climb Zone reserve the right to terminate a visit of participants not complying with the rules of use.
- d. The Group Coordinator acknowledges that climbing activities have inherent risks that may result in injury. They and each participant understand that climbing is physically demanding, and the participant warrants that they have no medical condition that will affect their ability to participate; or that may be negatively exacerbated through physical exertion.
- e. Pre-existing and/or recent injuries may be aggravated by adventure activities and must be disclosed prior to the commencement of the camp. Cahoots Adventure Camp reserves the right to refuse access to activities where re-injury may occur. Guests are encouraged to consult a doctor and may be required to provide a medical certificate to confirm their fitness to participate in more strenuous activities.
- f. The Group Coordinator acknowledges that there is an inherent risk of injury in climbing due to equipment failure, falling objects, human error or by a combination of any or all of these. They and each participant accept the risk of injury due to any of these causes and understands the inherent risks associated with climbing and attractions/activities.

8. Damage

- a. Damage to Cahoots Adventure Camp property is at the camping group's expense and will be added to the final account.

9. Cleaning

- a. Supervised assistance with cleaning the dining hall is required for all catered camps after each mealtime.
- b. Groups are responsible for ensuring all outdoor activity areas are kept neat, tidy and free from litter.
- c. Self-catered groups are required to provide their own cleaning for all mealtimes (dishes and dining area), as well as basic daily cleaning of the kitchen and dining hall.
- d. All groups are required to undertake basic check-out duties prior to departure.
- e. A cleaning fee will be charged to the final account where the site has not been left in an acceptable standard (as deemed by management) or heavy soiling has occurred.

10. Noise Policy

- a. Amplified sound is permitted within Cahoots Adventure Camp buildings between 9.00 am and 10.00 pm on any day.
- b. Amplified sound is permitted within Cahoots Adventure Campgrounds (outdoors) between 9.00 am and 9.00 pm on any day.
- c. Special permission must be obtained from the Cahoots Adventure Camp management to emit amplified sound outdoors after 9.00 pm.
- d. Amplified sound may not exceed standard emission levels as prescribed under the WA Environmental Protection Act. The Cahoots Adventure Camp team retain full discretion over allowable noise levels.

11. Alcohol

- a. Cahoots Adventure Camp is alcohol tolerant.
- b. Alcohol may only be consumed on the premises between 5.00pm and 10.00pm in moderate amounts with food.

- c. Guests presenting in a drunk or disorderly manner will be asked to leave the premises.

12. Smoking

- a. For the comfort and safety of guests, Cahoots Adventure Camp is a smoke-free venue. A smoking area is provided. Smoking is not permitted anywhere else on the property.

13. Lost Property

- a. Personal property left on the premises will be collected by the Cahoots Adventure Camp team and held for a period of 30 days, after which it will be disposed of.
- b. Every effort will be made by Cahoots Adventure Camp to return valuable items to the Group Coordinator; however the management of Cahoots Adventure Camp takes no responsibility for items left on the property following a camp.

14. First Aid

- a. Camps are responsible for providing First Aid to their guests and to have a designated First-Aid Officer present at the camp.
- b. The Cahoots Adventure Camp team take responsibility for providing First Aid to guests undertaking activities facilitated by the Cahoots Adventure Camp team members.
- c. First Aid facilities are provided for guest use and marked as such.
- d. A defibrillator is in the First Aid room, and Epi-pens are available from the Camp Office.

15. Music and Film

- a. Cahoots Adventure Camp has a blanket film license issued by Roadshow Entertainment. A list of production companies covered by this license is

available on the Roadshow Entertainment website. Films not covered by this license may not be shown, and admission charges are not permitted.

- b. Cahoots Adventure Camp does not hold a license for congregational singing, therefore congregational singing is not permitted onsite.

16. Special Offers

- a. All special offers must be requested during the booking process. Special offers that have not been included in the pre-camp invoice cannot be applied once the camp has commenced.

Disclaimers:

1. Whilst care will be taken, no responsibility or liability is accepted by Cahoots Adventure Camp for injury, loss of life or property, damage to property or harm to guests while at Cahoots Adventure Camp, in transit to or from Cahoots Adventure Camp, or while involved in recreational activities.
2. Use of the pool area incurs a one-off hire fee, providing access to the pool for the duration of camp. Supervision must be provided by the camp group. Supervisors must be over the age of 18 and have a minimum qualification inclusive consistent with the requirements of the group's organisational policies and/or insurance policy. Cahoots Adventure Camp takes no responsibility or liability for injury or fatality because of swimming pool use. It is the responsibility of the Group Coordinator to ensure the nominated responsible adults and qualified supervisors are supervising all pool activities throughout the duration of the camp and that these supervisors hold the required qualifications. Children under 7 must be supervised by a parent or legal guardian.
3. Whilst care will be taken, no responsibility or liability is accepted by Cahoots Adventure Camp for injury, loss of life or harm to guests caused by allergic reaction or toxicity reaction.
4. Cahoots Adventure Camp accepts no responsibility for injury, illness, loss of life, damage or loss of property that may occur in the instance of guests participating in an activity operated by a 3rd party or at a 3rd party venue.
5. Whilst Cahoots Adventure Camp caters for and takes the utmost care with special dietary needs, we accept no responsibility or liability for any harm, fatality or injury to guests with special dietary needs. Full responsibility for the aforementioned rests with the group and its Group Coordinator.