



## CAHOOTS ADVENTURE CAMP

### BOOKING AND HIRING TERMS AND CONDITIONS

*Current as 1 April 2025*

By confirming your booking, you acknowledge and accept these terms.

#### 1. Group Coordinator

Each group hiring must nominate a Group Coordinator who is authorised to act on behalf of the group. The Group Coordinator must:

- A. Be a responsible adult and remain on-site for the entire duration of the camp.
- B. Accept full responsibility for the group's conduct, adherence to all Cahoots Adventure Camp policies and compliance with camp staff instructions.
- C. Ensure all payments are made on time and that all required information is provided.

#### 2. Booking and Payment Process

##### A. Tentative Booking

- A tentative booking is held for 14 days following the initial application.
- A quote and Booking Form will be sent to the Group Coordinator to sign and approve.

##### B. Booking Confirmation

- To confirm the booking, the signed Booking Form must be returned within 14 days and the deposit invoice paid as per invoice terms.
- If the Booking Form or deposit are not received within the above timeframes, the dates will be released for other bookings.
- Deposits are non-refundable.

##### C. Pre-Camp Process and Camp Entry

- The Group Coordinator will receive regular updates and information requests from camp management leading up to the arrival date.
- A pre-camp invoice, based on final numbers (or minimum numbers, whichever is greater), will be issued 30 days prior to the arrival date.
- Full payment of the pre-camp invoice is required 14 days prior to the arrival date.
- School bookings occurring within the first two weeks of a school term must ensure the Pre-Camp Invoice is paid by the end of the previous school term (exemptions apply to term 1).
- Camp management reserves the right to deny entry to the camp if full payment has not been received by this deadline.

D. Final Attendance and Adjustments

- Final guest numbers may be provided up to 72 hours before arrival.
- Guests who cancel after this 72-hour deadline will be charged 25% of the refunded amount.
- Guests who do not stay for the full duration of the camp will not be refunded for any component of the camp.

E. Final Invoice & Payment

- Any adjustments to the Pre-Camp Invoice will be reflected in a Post-Camp Invoice, issued after the camp group's departure.
- The Post-Camp Invoice must be paid within 7 days from the date of the invoice.
- The Group Coordinator is responsible for tracking guest attendance, including day visitors to the camp.

### 3. Cancellation

A. Cancellation Notice and Penalties

Cahoots Adventure Camp operates as an exclusive-hire venue. Each booking requires extensive preparation, including rostering staff, cleaning, food ordering and logistics. Late cancellations result in significant costs and loss of income for the camp that cannot be recovered.

- **Cancellations made up to 45 days prior to the arrival date** will forfeit the non-refundable deposit.
- **Cancellations made less than 45 days prior to the arrival date** incur a cancellation fee of **50% of the total quoted cost of the camp**, plus any non-refundable expenses incurred by Cahoots Adventure Camp.
- **Cancellations made less than 14 days prior to arrival date** will incur a cancellation fee of **100% of the total quoted cost of the camp**.
- **Individual guest cancellations on the day of arrival or early departures** will be charged **100% of the total quoted cost of the camp**, with no refund available.

B. Cancellations Due to Unforeseen Circumstances

- Camp management reserves the right to cancel or modify bookings in circumstances beyond our control, including but not limited to bushfires, power outages or government-mandated closures. In such cases:
- If camp management cancels a booking due to safety concerns or circumstances beyond our control, a credit or refund will be offered, minus any non-recoverable costs.
- Non-recoverable costs refer to expenses incurred by Cahoots Adventure Camp that cannot be refunded or transferred. These may include, but are not limited to, food cost, third-party supplier fees or staffing costs directly associated with the booking.

- If the group chooses to cancel due to concerns about a potential disruption (e.g., forecasted weather) but camp operations remain unaffected, standard cancellation terms will apply.

Where cancellation occurs, camp management will make every reasonable effort to provide alternative dates where possible.

C. Transfer of date of booking

A group wishing to transfer the date of their booking may do so within a nine-month period. Transfer of a booking beyond the nine-month period is deemed a cancellation and a new booking must be made. Standard cancellation terms will apply.

#### 4. Liability

Cahoots Adventure Camp will not accept liability for any loss or damage to food, equipment or personal belongings belonging to the Group Coordinator, hiring group or its visitors. This includes losses caused by equipment malfunction, adverse weather conditions, theft, natural disasters or other unforeseen events. While Cahoots Adventure Camp will make reasonable efforts to maintain its equipment and facilities, responsibility for securing personal property rests with the Group Coordinator.

#### 5. Self-Catering

Cahoots Adventure Camp operates primarily as a catered camp. Self-catering is available during holiday periods and weekends. Groups approved by camp management for self-catering must adhere to the following conditions:

- A. Qualified Supervision: All catering must be managed by experienced and responsible adults.
- B. Kitchen Hire Fee: A daily Kitchen Hire fee applies. Refer to the Cahoots Adventure Camp Price Guide for current rates. The Kitchen Hire Fee includes:
- Use of all kitchen appliances (e.g., ovens, stovetops, microwaves, toasters, kettles)
  - Access to crockery, cutlery, glassware, and serving utensils
  - Use of cooking equipment (e.g., pots, pans, baking trays, chopping boards, knives)
  - Cleaning consumables (e.g., dishwashing liquid, sponges, paper towels, bin liners)
  - Access to cold storage (e.g., fridge and freezer space)
  - Use of food preparation areas and benches
  - Rubbish disposal facilities (bins provided; groups may be responsible for removing their own waste)

- Hot water and utilities (gas/electricity for cooking)
  - Use of the dining, meeting and activity halls
- C. Facility Supervision: Cahoots Adventure Camp management reserves the right to oversee the use of all facilities at its discretion.
- D. Food Safety Compliance: By choosing to self-cater, the Group Coordinator accepts full responsibility for ensuring that all food is prepared, stored and handled in compliance with all relevant food safety laws, guidelines and regulations set by state and local governments.
- E. Dietary Liability: Cahoots Adventure Camp accepts no responsibility for any harm, injury or fatality related to special dietary needs. The full responsibility for managing dietary requirements rests with the Group Coordinator and their group.
- F. Kitchen Cleanliness: The Group Coordinator must ensure the kitchen is left clean and tidy according to the provided written instructions. Additional cleaning fees may apply if the kitchen is not returned to its original condition. Additional Fees may apply for:
- Excessive cleaning required beyond standard use
  - Damage to kitchen equipment or facilities
  - Additional fridge/freezer space beyond the standard allocation
  - Removal of excess rubbish if not disposed of correctly
  - Missing food or kitchen items

## 6. Dietary Requirements and Allergies

- Where Cahoots Adventure Camp provides catering, medically diagnosed dietary requirements will be catered for.
- If a participant requires specialised food that cannot be provided by Cahoots Adventure Camp, they may bring their own food. Storage and preparation arrangements must be discussed in advance with camp management.
- Dietary preferences based on personal choice (e.g., dislikes, lifestyle choices) will not be classified as medical dietary requirements and will not be accommodated.
- A 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, Group Coordinators must update and resubmit the form as soon as possible.

## 7. Third Party Activity Providers

- Groups may use a third-party activity provider at the camp.

- Camp management must approve the use of any third-party provider at the camp prior to the group's arrival.
- During the booking process, the Group Co-ordinator must submit:
  - the provider's name
  - ABN
  - activity description
  - evidence of current public liability and worker's compensation insurances.
- At its absolute discretion, camp management may deny approval or withdraw the provider's access to the camp.

## 8. Swimming Pool Use

The swimming pool is available for guests from October to April for a one-off hire fee, providing access for the duration of the camp. Pool use is subject to the following conditions:

### A. General Conditions

- Guests use the pool at their own risk. Cahoots Adventure Camp accepts no responsibility or liability for injury or fatality resulting from pool use.
- The pool must be booked in advance with camp management by the Group Coordinator.
- Pool rules are clearly displayed in the pool area and must be followed.
- A maximum of 30 guests may use the pool at any one time.
- Guests must not swim if they have open sores, rashes, or any condition involving blood or infection.

### B. Supervision Requirements

- Groups are responsible for providing their own supervision to their guests.
- At least one CPR-trained supervisor must be present within the pool during use.
- The following supervision ratios apply:
  - 1 supervisor per 30 guests under the age of 18.
  - 1:1 supervision for less competent swimmers.
  - Children under 7 must be supervised by a parent or legal guardian.
- Supervisors must be over the age of 18 and hold a qualification consistent with the requirements of the group's organisational policies and/or insurance policy.
- The Group Coordinator is responsible for ensuring all supervisors are qualified and actively overseeing pool activities throughout the camp.

### C. Compliance & Pool Closure

- These requirements do not supersede any water safety policies of the group's governing body. Camp groups should consult their organisational policies to ensure compliance.

- At its absolute discretion, camp management reserves the right to close the pool or cancel pool bookings.

## 9. Climb Zone Use

Climb Zone at Cahoots Adventure Camp includes the High Ropes Course, Low Ropes Course, Climbing Wall and other adventure activities. Participation in these activities is subject to the following conditions:

### A. General Conditions

- Climbing and roped based activities carry inherent risks.
- Use of the Climb Zone can only be under the supervision of camp staff.
- The Climb Zone is available for groups for a hire fee.
- Activities must be booked in advance with camp management by the Group Coordinator.

### B. Participant Responsibility and Supervision

- Risk Awareness: Guests (and guardians of minors) must recognise the potential for injury when engaging in climbing activities.
- Physical & Skill Assessment: The Group Coordinator, supervising leader or parent/guardian is responsible for determining if a guest, is physically fit and adequately skilled for Climb Zone activities.

### C. Rules and Compliance

- The Group Coordinator must ensure all guests participating in the Climb Zone have read and understood the Climb Zone rules.
- At its absolute discretion, camp management reserves the right to terminate participation for guests who do not comply with safety requirements.

### D. Health and Medical Considerations

- Physical Demands: Climbing is physically demanding. Guests must warrant that they have no medical condition that may impair their ability to participate safely.
- Pre-Existing Conditions and Injuries:
  - Guests must disclose any pre-existing or recent injuries before taking part in Climb Zone activities.
  - At its absolute discretion, camp management reserves the right to deny guest participation if there is a risk of re-injury.
- Medical Clearance:
  - Guests with medical conditions that may be affected by physical exertion are encouraged to consult a doctor before participating.
  - A medical certificate may be required for camp management for more strenuous activities.

#### E. Acknowledgement of Risk

By engaging in Climb Zone activities, the Group Coordinator and each guest participating acknowledge:

- Climbing involves inherent risks, including but not limited to equipment failure, falling objects and human error.
- By participating, each guest accepts responsibility for these risks and understand that injuries may occur.

### 10. Property Damage

Damage to Cahoots Adventure Camp property is at the group's expense and will be added to the Post-Camp Invoice.

### 11. Cleaning

- Catered Camps: Guests are to assist with cleaning the dining hall after each mealtime. The Group Co-ordinator will ensure supervision of this assistance.
- Self-Catered Camps: Guests are required to provide their own cleaning of the dining hall and kitchen after each mealtime. This includes kitchen appliances, crockery, cutlery, glassware, cooking equipment, benches and disposal of rubbish.
- Groups are responsible for ensuring all accommodation huts and outdoor activity areas are kept neat, tidy and free from litter.
- All groups are required to undertake basic check-out duties prior to departure.
- A cleaning fee will be charged to the Post-Camp Invoice where the site has not been left in an acceptable standard (as deemed by management) or heavy soiling has occurred.

### 12. Excessive Noise

- Guests must ensure that noise levels remain reasonable and do not disrupt neighbouring properties.
- Amplified sound is permitted at the camp between 9.00am and 10.00pm.
- Approval must be sought from camp management prior to emit amplified sound after 10.00pm.
- Amplified sound may not exceed standard emission levels as prescribed under the WA Environmental Protection Act.
- At its absolute discretion, camp management reserves to request volume reductions or cease amplified sound if it is deemed excessive.

### 13. Alcohol

- Cahoots Adventure Camp is an unlicensed venue and does not supply or sell alcohol to groups or guests.
- Groups wishing to supply or sell alcohol at the camp must gain camp management approval prior to the group's arrival.

- Groups wishing to supply or sell alcohol to guests at the camp must obtain the relevant liquor license.
- At its absolute discretion, camp management reserves to the right to ask guests presenting in a drunk or disorderly manner to leave the camp.

#### **14. Smoking**

- Cahoots Adventure Camp is a smoke-free venue.

#### **15. Lost Property**

- Personal property left at the camp will be held for 30 days, after which it will be donated to charity or disposed of.

#### **16. First Aid**

- A first aid room is provided for groups.
- A defibrillator is located in the first aid room.
- Groups are responsible for providing first aid to their guests. Each group must have a designated First-Aid Officer present at the camp.
- Camp management will provide first aid to guests undertaking activities facilitated by camp staff.

#### **17. Music and Film**

- 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.
- Cahoots Adventure Camp does not currently hold a license for congregational singing. As such, congregational singing is not permitted on-site unless a valid copyright license, applicable to third-party venues, is provided.

#### **18. Special Offers**

- All special offers must be requested at the initial application step.
- Special offers that have not been included in the pre-camp invoice cannot be applied once the camp has commenced.