



Camp Cottermouth

1435 Cotter Road, STROMLO, ACT 2611

Tel: 02 6288 3270 Fax: 02 6288 5349

Email: campcottermouth@scoutsact.com.au

Web: www.campcottermouth.com.au

CONDITIONS OF HIRE

Definitions

1. In these Conditions of Hire:
 - a. **Camp Cottermouth** means The Scout Association of Australia Australian Capital Territory Branch Incorporated ABN 95 108 207 854 trading as Camp Cottermouth.
 - b. **Hirer** means entity that is agreeing to these Conditions of Hire.

Tariffs

2. Tariffs are calculated per person per day, and are inclusive of:
 - a. Multi-share cabin accommodation
 - b. linen (2 x sheets, pillow and case, doona and cover, towel and bathmat), and
 - c. catering of all meals listed below for the duration of booking, and
 - d. use of facilities as and if booked.

Bookings and Deposits

3. Booking requests must be in writing, by email to campcottermouth@scoutsact.com.au or through the Camp Cottermouth website: <https://www.campcottermouth.com.au/contact/>.
4. A *Booking Form and Hire Agreement* will be sent after the booking request is received, and must be signed by the authorised agent of the group and returned to Camp Cottermouth within 14 days of issue.
5. When a completed *Booking Form and Hire Agreement* is received by Camp Cottermouth, a *Deposit Invoice* (\$1000.00 per booking) will be issued. The *Deposit Invoice* must be paid within 14 days of issue. Deposits are subject to the conditions below.
6. A booking is not confirmed until a completed *Booking Form and Hire Agreement* has been received, the *Deposit Invoice* paid in full, and Camp Cottermouth has confirmed the booking in writing.

Alterations

7. All requests to alter bookings must be made in writing and are subject to written confirmation by Camp Cottermouth.

Payment of accounts

8. A *Final Payment Invoice* will be issued after the departure of the group. It will include any additional expenses incurred by the group and must be paid within 14 days of issue.
9. All payments are to be made via direct deposit to the bank account details included on the relevant invoice issued by Camp Cottermouth.

Cancellations

10. Cancellations must be requested by the Hirer in writing and are subject to written confirmation by Camp Cottermouth.
11. If a booking is cancelled by the Hirer, the following will occur:

Booking is rescheduled to future dates within a 12-month period from the commencement date of the original booking, and more than 180 days' notice is given	Deposit is transferable
Booking is cancelled with more than 365 days' notice	Deposit is fully refunded
Booking is cancelled with more than 180 days but less than 365 days' notice	20% of deposit is forfeited
Booking is cancelled with more than 90 days but less than 180 days' notice	The Hirer will be liable for 50% of the quoted price for the original booking, less any deposit, subject to clause 12 below.
Booking is cancelled with less than 90 days' notice	The Hirer will be liable for 85% of the quoted price for the original booking, less any deposit, subject to clause 12 below.

12. If, following a cancellation, a substitute booking be secured, then the charge identified in clause 11 will be reduced by the value of the substitute booking. Where this value equals or exceeds the quoted price for the original booking, Camp Cottermouth will refund the value of the Hirer's paid deposit less a \$100.00 administration fee.
13. The Hirer agrees and acknowledges that the charges set out in clauses 11 and 12 are necessary to protect Camp Cottermouth from financial losses arising from the cancellation.
14. Camp Cottermouth reserves the right to cancel any booking with written notice at any time. In the event of a cancellation of a booking by Camp Cottermouth, the Hirer shall receive a full refund of monies paid.

Termination of Booking

15. In the event of any serious breach by the Hirer of these Conditions of Hire, Camp Cottermouth reserves the right to terminate the booking at any time.
16. Camp Cottermouth staff have the authority to take any action they deem necessary to maintain the safety and wellbeing of all people on site (including guests, visitors, staff, and members of the Scout Association), or the proper conduct and function of the facilities.
17. Any booking termination will result in the Hirer being liable for the total amount of the quoted price, as well as any additional expenses incurred by the group.

Minimum Numbers and Cabin Allocation

18. Groups can expect to share the facilities with another group, or groups unless they have booked the facilities exclusively.
19. Adult occupancy in cabins is a minimum of twin share. Sole occupancy may incur a surcharge. This will be confirmed at time of booking. Adult cabins can accommodate up to 3 or 4 persons in bunk style accommodation. (Subject to local COVID-19 restrictions. Room capacity numbers will be confirmed at time of booking but are subject to change.)
20. Group (youth) occupancy is a minimum of 6 occupants per cabin. Where less than 6 persons occupy a cabin, the Hirer will be charged as if it was occupied by 6 persons. Group cabins can accommodate 10 – 14 per cabin, depending on cabin style and layout. (Subject to local COVID-19 restrictions. Room capacity numbers will be confirmed at time of booking but are subject to change.)
21. The Hirer must provide Camp Cottermouth with cabin allocations in writing at least 14 days prior to arrival.

Final Numbers

22. Final numbers of all attendees must be confirmed in writing at least 7 days prior to commencement of the booking.
23. The final numbers of attendees will be the minimum for which the Hirer will be charged. Any further reduction in numbers will not change the minimum invoiced amount. The Hirer undertakes to pay the minimum invoiced amount.
24. Coach drivers are supplied with accommodation and meals Free of Charge
25. One teacher per fifteen youth will be supplied with accommodation and meals FOC. All teachers or adults included in the booking outside this FOC ratio are charged at the daily tariff rate.

Catering and Meals

26. Included meals:
 - a. Breakfast
 - b. Morning Tea
 - c. Lunch
 - d. Afternoon Tea, and
 - e. Dinner.
27. At all on site meal service times during the group's stay, teachers/adults may be required to assist with meal service and co-ordination.
28. Camp Cottermouth will endeavour to cater for special dietary requirements for which notification is received at least 14 days prior to arrival. A surcharge may be charged for special dietary requirements. This will be confirmed at time of booking.
29. A catering surcharge may apply for secondary schools. This will be confirmed at the time of booking.
30. There is a catering surcharge for weekends and public holidays. This will be confirmed at time of booking. Mealtimes and group itinerary is required at least 14 days prior to arrival.

General

31. No alcohol is permitted on the property without prior approval.
32. Smoking is not permitted within any building or structure at Camp Cottermouth, within 20 meters of any door or window, or within sight of youth. Smokers must dispose of butts in an appropriate manner and with consideration for the environment.
33. Group Leaders, Teachers, or other adults are responsible for the behaviour management of youth members of their group.
34. Tampering, removal or activation of fire alarms, fire hoses, fire extinguishers or any activity resulting in a false call out by the ACT Fire and Emergency will incur additional charges to your final invoice. These fees can amount to \$1500 per call so we request that you counsel your group against this.
35. Immediate First Aid is the responsibility of the group leader. We recommend that groups supply their own First Aid Kit and nominate a First Aid officer.
36. A First Aid Kit is available at Camp Cottermouth in the Shakespeare Centre for use in an emergency. Camp staff will provide assistance if required. There is also a defibrillator at the Shakespeare Centre.
37. Any damage to Camp Cottermouth property caused by your group will result in additional charges added to your final invoice. These charges will be based on the costs incurred by Camp Cottermouth.

Liability

38. Camp Cottermouth, its agents, employees and volunteers, including the members of the Branch Executive Committee, disclaim liability for any and all loss, damage, injury, or illness, financial or otherwise, suffered by any person in the use of and hiring the facilities, except in the event that the loss or damage, illness or injury is caused by the negligence of Camp Cottermouth, its agents, employees and volunteers, including the members of the Branch Executive Committee.