



**Camp Moogerah**  
 880 Lake Moogerah Road  
 Moogerah Queensland  
 ph. 0478 802 772

## Booking Form & Hire Agreement

Arrival: ...../...../..... time: ..... Departure: ...../...../..... time: .....

Organisation/Group Name: .....

Postal Address: .....

Email: .....

Contact Person: ..... Phone: .....

Non-School Groups: Children (6 & under): #..... Children (7-17): #..... Adults: #.....

School Groups only: Teachers: #..... Students: #..... Year:.....

Accommodation, Catering and Activities as per Program already quoted (please circle): Yes / No

If No, please select your camp options and indicate number of people as appropriate:

- |                         |                          |                        |                          |  |
|-------------------------|--------------------------|------------------------|--------------------------|--|
| Accommodation:          | <input type="checkbox"/> | Bunk Bed Cabins #..... | <input type="checkbox"/> | Unpowered Sites #.....                   |
| Camping:                | <input type="checkbox"/> | Powered Sites #.....   | <input type="checkbox"/> | Self-Catered (No Kitchen)                |
| Catering:               | <input type="checkbox"/> | Camp Moogerah Caterer  | <input type="checkbox"/> | Self-Catered (Kitchen/Dining Facilities) |
| Facilitated Activities: | <input type="checkbox"/> | Ropes Course #.....    | <input type="checkbox"/> | Archery #.....                           |
|                         | <input type="checkbox"/> | Guided Kayaking #..... | <input type="checkbox"/> | Indoor Rock Climbing #.....              |
|                         | <input type="checkbox"/> | Team Building #.....   | <input type="checkbox"/> | Kayak Hire Only: # Kayaks.....           |
| Other:                  | <input type="checkbox"/> | Day Visitors #.....    |                          |  |

How did you find out about us? .....

DEPOSIT: A deposit of \$660 must be paid to confirm your booking. A security bond may also be required. For groups less than 50, we will require a 25% deposit.

AGREEMENT: The payment of the deposit by the hirer constitutes an agreement to hire the Camp Moogerah facilities.

CLEANING: A cleaning fee may be charged if the camp is not left in a satisfactory condition.

SELF-CATERING: Copy of Food Handling Certificate or catering qualifications to be provided prior to camp.

PAYMENT: Full payment is required **prior** to arrival. Any additional expenses incurred (extra campers, breakages, cleaning etc) will be billed separately, with payment due within 7 days.

LIABILITY: Camp Moogerah, its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities. Camp Moogerah holds all necessary insurance for public risk and injury, (as per industry and accreditation requirements). Hiring groups that run their own activities or self cater are responsible for ensuring they have appropriate public liability insurance.

CANCELLATION: Cancellations must be advised in writing. Deposit refunds will only be given for cancellations made more than 90 days in advance of the Arrival date.

*I have read and understood the above Booking Application form and confirm that the details supplied are true and correct. I have read and understood the attached 'Conditions of Hire.' The group and I agree to meet these conditions and abide by them for the duration of our camp. I also acknowledge it is my responsibility to inform the group of these conditions. I am authorised to sign on behalf of the hiring group or organisation.*

Signature of Applicant.....

Name (please print): .....

Position Held: ..... Date: .....



## Conditions of Hire - Page 1

**CONTRACT:** The hirer accepts that they are entering into a legally binding agreement.

**MINIMUM NUMBERS:** The Hiring group agrees to pay for a minimum of 20 people per night, except for public holidays/long weekends where the minimum is 50 people per night, unless otherwise negotiated with Camp Moogerah. Children under 6 stay free of charge, but are not included in minimum numbers.

**FINAL NUMBERS:** Final numbers should be advised no later than 14 days prior to the Arrival date.

**ARRIVAL TIME:** No earlier than 10am Sat - Thu, or 3pm Fri unless by prior arrangement and subject to previous camp's departure time.

**DEPARTURE TIME:** No later than 2pm, unless by prior arrangement.

**ARRIVAL/DEPARTURE PROCEDURE:** On arrival, visitors must report IMMEDIATELY to the Site Manager to confirm final numbers, make payment and perform initial site inspection and familiarisation. Prior to departure, a group leader MUST accompany the Site Manager to perform final site inspection and sign off the End of Camp report.

**FIRST AID:** Provision of First Aid equipment and staff is the responsibility of the hiring group.

**SELF-CATERING:** Use of Main Kitchen is permitted only under the supervision of someone with a Food Handler's certificate. A copy of the certificate is to be provided to Camp Moogerah prior to the camp.

**REGISTER:** A list of names of all visitors must be provided on arrival for safety and emergency procedures.

**ACCOMMODATION:** We do not supply linen. Visitors must bring their own sleeping bags or blankets, pillows and towels. Food and beverages are not to be consumed in cabins. The number of visitors sleeping per room must not exceed the number of beds in that room. Bags should be stowed under beds and should not obstruct the pathway from beds to exit. Mattresses must not be removed from rooms. Children under 9 should not sleep in top bunks

**DAILY DUTIES:** Camp Moogerah facilities are to be maintained in a clean condition by the hiring group. Camp Moogerah provides cleaning products and equipment. Place rubbish in the bins provided. After meals, clear and clean tables, and sweep the dining hall. Dining/cooking equipment must be cleaned and put away after each use and must not be taken from the dining hall/kitchen area. Be energy conscious - switch off lights during the day and when no longer needed at night. Shut windows and doors when air conditioning is in use. All signage on site must be adhered to.

**SPORTS EQUIPMENT:** A limited range of sports equipment such as balls and racquets is available and must be returned to the sports equipment room after use.

**DAMAGE AND LOSS:** Breakages/losses to Camp Moogerah property or equipment must be reported to the Site Manager and will be invoiced to the hiring group. Visitors are responsible for personal property they bring onsite and are responsible for insuring their own property.

**SMOKING/ALCOHOL:** Smoking is not permitted in any building. Alcohol is prohibited unless by prior arrangement with Camp Moogerah.

Continued on next page



## Conditions of Hire - Page 2

**OUT OF BOUNDS AREAS:** Storage Sheds, Kitchen(kitchen staff excepted), Site Manager's residence, Employees residence, septic tank soakage area, water tanks, pumps and are out of bounds at all times. Other areas, as sign posted, are also out of bounds. Ropes Courses and Indoor Rock Climbing Wall are out of bounds, unless accompanied by a qualified instructor.

**PARKING:** Parking (at owners risk) is available in the parking lots beside the storage shed and in the lower area near the playing field. Vehicles may load near cabins, but must be parked in the designated parking areas at all other times.

**CAMP FIRES:** Camp fires are permitted, unless a Fire Ban has been declared. During Fire Danger Periods, the Hirer group is responsible for obtaining a permit to hold a camp fire. Please check with the Site Manager regarding camp fire location and availability of firewood.

**USE OF LAKE MOOGERAH:** Permits are required for fishing on Lake Moogerah and can be purchased online from SEQWater. Please check with SEQWater regarding any activities you plan requiring installation of buoys or other fixtures on the water. At times, SEQWater may close the lake to all or some activities due to flooding or blue-green algae. Camp Moogerah will forward on any SEQWater notifications we receive that may affect your camp. These notices are also available on the SEQWater website, [www.seqwater.com.au](http://www.seqwater.com.au).

**NOISE:** Noise carries further at night and over water. Noise curfew is at 10pm.

**WILD LIFE:** Do not disturb or feed native animals. Do not leave food scraps around the kitchen/ dining area.

**BEHAVIOUR:** Hirer group leaders are responsible for the behaviour of their campers and should remind campers to respect each other, personal property, the environment, Camp Moogerah and its staff. Please respect the privacy of the Site Manager's and employees residences.

**CHILD SAFETY:** Visitors must ensure children are adequately supervised at all times. Children must be accompanied by an adult on the lake foreshore and in the water. Children under 9 should not sleep in top bunks. Children should visit toilet blocks in pairs.

**EMERGENCY:** Fire extinguishers and smoke alarms are located throughout the campsite. Access to fire extinguishers and exit doors should be kept clear at all times. The hiring group will be charged for unnecessary discharge of extinguishers. Evacuation plans are displayed throughout the camp. Emergency contact numbers are displayed in kitchen and conference room.

**CLEANING:** Camp Moogerah is to be left clean, tidy and free of rubbish, as per 'End of Camp Clean Up' which is displayed at various locations. Cleaning includes sweeping cabins, mopping dining hall, kitchen and conference room, and hosing out amenity blocks & toilets. Rubbish from all areas must be placed in the skip bins located near the Activity Shed. A cleaning fee may be charged if the site is not left in a satisfactory condition at the end of the camp.

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Please return your completed form via email, fax or mail, along with your deposit or EFT remittance advice using the details below.

Direct bank transfers can be made to:      Account Name: Camp Moogerah Pty Ltd  
Bank: Bendigo Bank  
BSB: 633000  
Account: 155303217  
Reference: please use your organisation or group name

Cheques must be made payable to **Camp Moogerah Pty Ltd** and mailed to 880 Lake Moogerah Road, Moogerah, QLD 4309.