

## HOUGHTON'S BUSH PRESBYTERIAN CAMP SITE

### WEDDING TERMS & CONDITIONS AS AT 21 APRIL 2016

Thank you for deciding to use our Houghton's Bush Presbyterian Camp Site for your wedding. Please take the time to read this booklet, which has important information about what you should expect from us, and what we expect from you as the hirer of the camp site, and also from all other visitors.

#### Booking arrangements

1. Making a booking: In order to make a firm booking, you must complete and sign the attached application form and pay a deposit.
2. Cost: The booking rates are set out on your application form.
3. GST: All prices include GST. If GST increases between the time of your booking and the time of your camp, we have to charge you for the increase.
4. Deposit: Your booking will not be confirmed until we have received a deposit.
5. Cancellations: If you cancel a confirmed booking, **you will lose your full deposit**, unless:
  - a. You cancel more than 4 months before the date your camp is due to start, or
  - b. We re-let your camp dates to someone else at full rates,
6. In which case we will refund half of your deposit.
7. Houghton's Bush Camp reserves the right to take photos and videos of any event to use in advertising and promotional material. Any material that includes people's faces that can be clearly seen is subject to the approval of the hirer.

#### Before you arrive and on arrival

1. Camp information: Once your booking is confirmed we will send you an information pack with details about keys and access, [health and safety information,] suppliers and local activities. Please make sure that this information is passed to everyone in your group that might need it.
2. Pre-inspection: If you want to inspect the camp before the start of your visit, you can make an appointment with the onsite Custodian, phone (09) 292 4350.
3. Designated representative: On arrival, you must nominate one person to take responsibility for your group's use of the camp site. That representative must be contactable by mobile at all times that your group is onsite. If nominated person leaves the site a substitute must be nominated and the Custodian advised in writing. This is a safety issue and must be complied with.
4. Fire Warden: On arrival, you must nominate a responsible adult to be your group's fire warden. The Custodian will explain the fire safety procedures and the fire warden's responsibilities, which will include ensuring that all members of your group follow fire safety instructions if required to do so. The fire warden will be issued with an armband, key and instruction package, all of which must be returned to the Custodian at the final inspection.
5. Custodian: please ring 24 hours before hand to confirm time of arrival.

#### While you are onsite

1. Safety: It is your responsibility to supervise the use of all equipment used onsite, whether it belongs to the camp or to your group. The safe use of equipment and the campsite includes moderating your activities to your campers' capabilities. Any unsafe behaviour by your group's campers at the camp site will not be tolerated and could lead to immediate expulsion from the site. Please make sure you also supervise your young children.
2. First Aid: The camp does not provide first aid supplies.
3. Telephone: There is a camp telephone for use by visitors, tel.(09) 292 4867. The line is toll barred,
4. Repairs and Utilities: Please report any damage or failure of equipment immediately to a Custodian immediately. All repairs to camp property or equipment, or visits by tradesmen or utility companies must be arranged with the Custodians, without exception.
5. No Smoking: Smoking and the burning of incense are not permitted at any time within the camp's grounds
6. Campfires: There is a designated campfire area, which may be used only with the Custodian's prior consent, which will be withdrawn if your group's use of the campfire area becomes irresponsible or dangerous.
7. Noise: Please keep the use of stereo equipment and speaker systems within reasonable times and volumes. Noise must be reduced to an appropriate level from 11pm.
8. Mattresses: Please do not remove mattresses from the bunks or beds. You will be charged for any damage.
9. Drugs, firearms, gambling: Drug taking, possession of firearms and gambling are prohibited. This includes air rifles and BB guns and paint ball guns.
10. Vehicles: bus to be single axle no greater than 12 metres. There is limited parking (25-30)

11. Animals and pets: All animals and pets are prohibited within the campgrounds under any circumstance (Mobility dogs are acceptable).
12. Environment: Please respect the plants, wildlife and native bush that helps to make the camp such a great place to stay. Don't cut down trees, or remove plants.
13. Custodians: The Custodians are here to help you, but they are also responsible for caring for the camp site and making it safe for your group and others. The Custodians house and all their equipment is out of bounds to camp visitors. Please respect them and the job they do.
14. Houghton's Bush Camp accepts no liability (in negligence or otherwise) to the maximum extent permitted by law in the event of client death or any other injury, illness, damage, delay, loss or expense of any nature (including consequential or economic loss or damage) which they may suffer or incur, directly or indirectly, as a result of participation in any of the activities at Houghton's Bush Camp or from the use of any recreational equipment provided by, or found on premises.
15. No hirer is to commit any act or permit its employees, agents or invitees to commit any act that is illegal or offensive or in breach of any statute by-law, order, regulation or other law.
16. Houghton's Bush Camp ability to meet its obligations under this agreement is subject to the intervention of matters outside of the control of the custodians including but not limited to industrial disputes, accidents, government restrictions upon staff, transportation, food and beverage supplies and equipment failure. Houghton's Bush Camp is not liable for any loss of profit or any consequential damages, whether based on breach of contract, warranty or otherwise.
17. By accepting these terms and conditions the hirer acknowledges and warrants that it has informed all relevant persons involved in the function of Houghton's Bush Camp terms and conditions.
18. Houghton's Bush Camp and Camp Custodians reserve the right to cancel the function at any time without liability if it believes the function may adversely affect the smooth running of the venue, it's security or reputation and to exclude or eject any persons from the property.

### **When you leave the campsite**

1. Cleaning: At the end of your camp, and before the final inspection time, your group is responsible for ALL cleaning of ALL areas, inside & out (as per the Departure Check sheet) to the same standard and condition it was in before arrival. If cleaning is of poor standard, you will be charged for professional cleaners at the rate of \$60 per hour (with a minimum charge of two hours).
2. Damage to the camp site: You will be charged for any damage to or loss of camp property (including Custodians' property), and for removing any graffiti. We reserve the right to charge for damage or loss not discovered until after your departure,
3. Keys: Please return all keys at the end of your camp. We will charge you for replacing all the locks if keys are not returned at final inspection.
4. Camp equipment: All camp equipment must be returned at the end of your camp in good condition, including the fire warden's instruction package.
5. Final inspection: Your designated representative must pre-arrange with the Custodian a time to inspect the camp site at the end of your stay. If you are not ready at the agreed time, or if cleaning duties are not completed (including if your contracted caterers have not left the kitchens in an acceptable state), or if you have mislaid keys or the fire warden's equipment, we reserve the right to charge you at a rate of \$60.00 per hour for any additional work required to sign off your departure.

### **Alcohol and Safety**

1. All hiring groups must practice host responsibility by
  - (a) serving Beer and Wine only
  - (b) preventing intoxication; and
  - (c) not serving alcohol to minors; and
  - (d) providing and actively promote low and non-alcoholic alternatives; and
  - (e) providing and actively promote substantial food; and
  - (f) serving alcohol responsibly or not at all; and
  - (g) arranging safe transport options; and
  - (h) actively manage the premises at all times through an appointed function manager
2. Excessive consumption of alcohol is prohibited. It is the responsibility of the hirer to ensure all NZ laws relating to the serving and consumption of alcohol are complied with.
3. No alcohol to be sold at your function. Your function must be free to all invited guests and all alcohol served must be free of charge to all guests.
4. A specified number of security guards (depending on size of function) will be on site during the hours when alcohol is to be served and consumed. All security guards will be appointed and arranged by our Booking Officer. Any costs incurred as a result of a breach of security in these areas may incur an extra charge.

**OUR GOLDEN RULE: Our Campsites should be used carefully, safely and with respect. In return, we will respect you and your group and aim to ensure you have a fantastic Wedding with us.**

If our Custodians believe that your group is not respecting the rules or their reasonable instructions, creating a serious nuisance or risk to the safety of others or the camp, or generally not behaving within the camp grounds in an appropriate way, we reserve the right to require you or any of your group to leave the camp grounds immediately. Any expulsion will be without prejudice to our right to charge you for and collect any outstanding accommodation fees for the duration of the camp, and any repairs, lost camp property, keys and locks, and excess cleaning charges.