



BOOKING CONTRACT FOR USE OF FACILITIES 2010

Please read all information provided in the Camp Information Booklet and Charge Sheet.

To confirm your booking, complete this form and return with the required deposit.

Name of the Group or Organisation: _____

Contact Person: _____
(See over to complete further details)

Dates required: _____ to _____

Weekend: Friday _____ 6 pm to Sunday _____ 2 pm
Date Date

Week: _____ day _____ 10 am to _____ day _____ 2 pm
Date Date

Other: _____ to _____
Date Date

Total Nights: _____

Numbers anticipated: Adults: _____ Children: _____
(13 yrs & up) (12 yrs – 2 yrs) (under 2 free)

Minimum Charge: All groups are charged a minimum of \$1410 per night for accommodation and meals. If your group numbers are less than the original numbers anticipated and booked, a minimum payment is required of 80% of the total number originally anticipated and booked, with a minimum charge of \$1410.00 per night.

Which meal will be your **first** meal after arrival?

Breakfast Lunch Dinner

Which meal will be your **last** meal before departure?

Breakfast Lunch Dinner

Deposit: Weekend \$350.00 Weekday \$750.00

For office use: Amount: _____ Receipt Number: _____ Date: _____

This deposit is refunded if:

- Buildings are left clean and tidy to the satisfaction of camp staff
- There is no outstanding payment for damage to facilities or equipment
- More than 6 months notice of cancellation is received (less \$100.00 administration fee)

All non-school camp fees are to be paid in full prior to departure, unless previously arranged with Management. All school camp fees are to be paid within 7 days.

Upon receipt of this contract, LWCC will send written confirmation of your booking to you.

CANCELLATION POLICY: Under this contract, should you cancel within 180 days (approx. 6 months) before your booking date, you will not be refunded your deposit. **Should you cancel within 90 days (approx. 3 months) before your booking date, you will be charged a fee of 80% of the total number originally anticipated and booked, less your deposit, with a minimum charge of \$1410.00 per night for the duration of your booking to cover basic running costs of this facility.** Should LWCC be able to rebook the facility, a proportional refund may be made at the manager's discretion.

Signature of Acceptance:

I/We hereby have read and understood the Cancellation Policy and agree to abide by the Conditions of Hire and Rules of the management of LWCC as outlined in the Camp Booklet and Charge Sheet.

Authorised Applicant's Name: _____ **Please print clearly**

Mr/Mrs/Miss/Ms/Other _____: _____

Authorised Applicant's Signature: _____

Address: _____

Daytime Phone: (0) _____ After hours Phone: (0) _____

Cellphone: _____ Fax: _____

Email: _____

Name of CONTACT co-ordinating the camp to whom we correspond (if different from above):

Mr/Mrs/Miss/Ms/Other _____: _____

Address: _____

Daytime Phone: (0) _____ After hours Phone: (0) _____

Cellphone: _____ Fax: _____

Email: _____
