



# Karoonda Park

Gelantipy, 3885  
VICTORIA



Phone (03) 5155 0220

Fax (03) 5155 0308

email enquiries@karoondapark.com

## BOOKING FORM and HIRE AGREEMENT TAX INVOICE

ABN- PS & JM & LJ Sykes T/A Karoonda Park - 76219609639

(This becomes a tax invoice when \$500 deposit paid)

Name of Hire Group: \_\_\_\_\_

Catering: (Please Circle)      CATERED                                      SELF-CATERED

Period of Stay: From - \_\_\_/\_\_\_/\_\_\_                                      to- \_\_\_/\_\_\_/\_\_\_

### CONTACT DETAILS ( Prior to camp)

Mr/Mrs/Ms/Miss \_\_\_\_\_

Phone: Work \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

### GROUP DETAILS

Est. number in party \_\_\_\_\_ Please include every attending person

Year Level of students \_\_\_\_\_ No. of Staff \_\_\_\_\_ No. of Students \_\_\_\_\_

Cost includes: \_\_\_\_\_ nights, \_\_\_\_\_ meals.      Specific activity requirements

**AGREEMENT :** The payment of a deposit by the hirer constitutes an agreement to hire the use of the facilities from the campsite

**PAYMENT:** Full payment is required to be finalised within 7 days of the camp. Any additional expenses incurred (e.g. breakages) will be added to the invoice.

**LIABILITY:** Karoonda Park (campsite) and its agents and employees do not accept liability for loss of property or damage or personal injury arising from use of the facilities. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group.

**CANCELLATION:** Deposit refunds will only be given for cancellations made 90 days in advance of the camp date. Groups cancelling with less than 90 days are not entitled to a refund of any monies paid. In the event of a cancellation by the campsite the hirer shall be entitled to a full refund of all monies paid. In the event of cancellation due to unforeseen circumstances by either an outside agency or the hirer (e.g. Code Red Day), the hirer is obligated to pay the full amount. Where possible services to the same value will be rearrange to the closest mutually convenient time.

**PRIVACY ACT:** The campsite give assurance that any personal information including medical details gathered by the campsite or provided by the group leader will remain confidential and only used for the purposes for which it was collected

**GST:** The quoted cost per person is inclusive of GST.

**OTHER CONDITIONS:** \_\_\_\_\_

(PLEASE TICK) I have read the information above, the 'General Conditions for Hire' and the staff attending will be familiar with the 'Group Staff handbook' (documents available on the Karoonda Park Web site, [www.karoondapark.com](http://www.karoondapark.com)) The group and I agree to abide by these conditions and I also acknowledge it is my responsibility to inform the group of them.

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Position Held: \_\_\_\_\_ \$500 deposit paid via    Cheque / EFT / Bank Deposit

**EFT to Account - PS, JM & LJ Sykes t/a Karoonda Park - BSB 033 203    Acc No. 375 292**

**A deposit of \$500 must be returned with this form to confirm your booking.**

Karoonda Park Office Use: Application Approved \_\_\_\_\_ Receipt No \_\_\_\_\_ Date \_\_\_\_\_

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS