

## Wilderness Centre - Booking Form

### Contact Details:

School/Organisation:

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Contact: Mrs/Ms/Miss/Mr

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Phone: (work) \_\_\_\_\_ Phone: (home)

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Mobile: \_\_\_\_\_ Email:

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Address:

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

### Type of Stay/Event:

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Arrival: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm    Departure: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Numbers: Adults \_\_\_\_\_ Students/Children (Under 16)

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### Accommodation & Facility Use

*To be read in conjunction with the Fee Schedule*

#### Accommodation

- Option A (day use only)
- Option B (\$26pp/n or \$800)
- Option C Camping Site only
- Option D Camping with use of ablutions

#### Catering Option

- No, we will provide our own meals
- Yes, we would like to request a quote from Djarragun College (prices from \$45 per person per day)

Please advise any dietary requirements:

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#### Transport Option

1 Maher Road, Gordonvale  
PO Box 771, Gordonvale QLD 4865  
P 07 4043 3777 | F 07 4056 6111  
E [admin@djarragun.qld.edu.au](mailto:admin@djarragun.qld.edu.au)  
ABN 58 063 049 669  
**[djarragun.qld.edu.au](http://djarragun.qld.edu.au)**

- No thank you, we will make our own way
- Yes, we would like to hire the College bus (max 25 people) with a Djarragun Driver
- Yes, we would like to hire the College commuter (max 12 people) with a Djarragun Driver
- Yes, we would like to hire the College bus, we will supply our own driver
- Yes, we would like to hire the College commuter, we will supply our own driver

### Any other items required

- Chairs
  - Tables
  - Whiteboard
  - Other (please contact the office to discuss)
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A booking fee of one night's accommodation is required to secure your booking. An invoice will be sent to you prior to your stay. *See General Conditions of Hire for more information on invoices and payments.*

Group Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

***I have read and understood the following General Conditions of Hire. I accept it is my responsibility to ensure the group understands and abides by them.***

Signature: \_\_\_\_\_ Position Held: \_\_\_\_\_

### Payment methods accepted:

- Cheque
- Electronic Funds Transfer – Djarragun College BSB. 034 167 Acct No. 506228
- Cash

Please return this booking form along with the required booking fee to:

Djarragun College, PO Box 771, GORDONVALE QLD 4865 or  
by email to [admin@djarragun.qld.edu.au](mailto:admin@djarragun.qld.edu.au)

**Please keep a copy for your records. Bookings will be confirmed by return email.**

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**OFFICE USE ONLY**

**Date form & deposit received** \_\_\_\_\_

**Confirmation of booking emailed**

Yes

**Catering notified**

Yes

**Facilities Manager Advised of Booking**

Yes

**Invoice raised**

Yes    **Invoice Number** \_\_\_\_\_

**DJARRGUN COLLEGE – WILDERNESS CENTRE CAMPUS**  
**General Conditions of Hire**

Each group must have a competent leader in charge to ensure that the group understands and follows Djarragun College, Wilderness Centre's rules and procedures. The group leader is responsible for guest supervision at all times. Djarragun College staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision, safety and first aid.

**ARRIVAL/DEPARTURE:** Guests must not enter the property prior to the allocated time or overstay the allocated departure time. On arrival a Duty Manager will give an induction talk to the group leader(s) that includes an introduction to the site, explanation of safety issues and procedures. The facility will be checked by Djarragun College staff prior to departure and must be left in a clean and tidy condition.

**EMERGENCY PROCEDURES:** Emergency procedure notices are posted throughout Djarragun College Wilderness Centre and guests should make themselves familiar with the arrangements.

June 2016

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**GROUP LEADER:** This person will be the point of contact with Djarragun College management on behalf of the group and be ultimately responsible for the groups' welfare and decisions. The group leader will be supplied with the Djarragun College emergency phone number for use, if needed, outside office hours. It is the group leader's responsibility to ensure that:

1. The group organiser maintains a list of guest names for insurance reasons.
2. Guests under 18 years of age have appropriate **parent/guardian consent** to attend the event.
3. Each guest has completed a **health/medical record sheet** for the event organiser.
4. The facility's **illness and injury register** is filled out for all such incidents.
5. All day visitors of the group are advised of the facility's safety briefing and 'general conditions of hire'.
6. Safety issues associated with self-led off-site excursions are identified and necessary precautions taken.
7. Sun safety strategies are adhered to.
8. Sleepwalkers & guests under 6 years of age do not sleep on top bunks.
9. Staff are advised of guest medical conditions that may arise and may place the guests or others at risk.
10. Djarragun College are advised of special dietary requirements 10 days before the stay if visit is being catered for.

**FIRE:** Extinguishers, fire hoses and smoke detectors must not be tampered with or removed. Fire season and restriction notices must be strictly observed. Fires to be confined to fire circle and only lit with consent & constant supervision of group leaders.

**LIABILITY:** Djarragun College, its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of facilities, or natural hazards on the property. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group and activities, and accepts all liability for any loss of property, or damage, or personal injury arising from the use of facilities, or natural hazards on the property.

**DAMAGE OR LOSS:** Damage, breakages and loss of Djarragun College property or equipment are to be reported to Djarragun College staff and will be invoiced to the group.

Djarragun College takes no responsibility for loss or damage to personal property. All vehicles are on the property at the owner's risk.

**SMOKING & ALCOHOL:** Smoking is not permitted inside any of the buildings. Please be respectful that this campus is a school and ensure that you take all butts away with you or place in the bin. Please do not throw butts or ash into the grassed areas, for risk of fire. Alcohol must not be consumed by supervising adults while responsible for school students. For other groups drinking must be responsible.

**OUT OF BOUND AREAS:** Guests are only permitted to access hired facilities. All work sites, sheds, residences, other facilities on the site and surrounding property are 'out of bounds'. Specialised activities are accessed only with prior approval of Djarragun College staff and under competent supervision.

**WATER BOMBS, GLITTER, SPARKLES & CHEWING GUM** are not allowed as they are harmful to animals in the area.

**FIRST AID** is the responsibility of guests. Guests must provide their own first aid equipment and trained staff.

**PROGRAMS** and activities are available by arrangement prior to arrival at Djarragun College Wilderness Centre. Djarragun College reserves the right to withdraw equipment or access to activities should the group

not provide suitably trained, qualified or experienced activity leaders, or be found abusing equipment. Group leaders are responsible for the supervision and behaviour of guests at the activity, to and from the activity, for those guests awaiting their turn and first aid. No specialised activities are to be undertaken without the prior approval of Djarragun College staff.

**BEHAVIOUR:** Guests agree to respect each other, property, fauna and flora at Djarragun College, & abide by the Djarragun College rules.

**CATERING:** Any catering requirements must be discussed with the College at the time of booking. All menu selections are subject to seasonal changes and availability of ingredients. Djarragun College Wilderness Centre, reserves the right to request people with severe allergies or highly specific diets to provide their own specialised foods. We are happy to provide specialised diet requirements, as long as the College is notified

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in writing on the Booking Form, to allow for food ordering.

**DUTY GROUPS:** If being catered by the College, duty groups of 5 people per meal and 3 per morning and afternoon tea are required for assisting with meal serving and clean up. Duty groups are to be organised by the group leader.

**TERMINATING THE OCCUPANCY:** Djarragun College reserves the right to terminate the occupancy without notice for breach of the General Conditions for Hire. Djarragun College is empowered to take action as deemed necessary for the proper conduct of the event.

**BOOKING:** Tentative bookings are held for two weeks and constitute an agreement to hire the use of the facilities when the completed booking form and booking fee is received. Djarragun College reserves the right to change conditions from time to time. Booking fees are non-refundable. Payment is non-refundable if confirmed numbers do not attend. Bookings cancelled less than 14 days before due time of arrival may incur cancellation fees, to cover any costs incurred by the College. All cancellations must be in writing. In the event of a cancellation by Djarragun College the hirer shall be entitled to a full refund of all monies paid.

**CLEANING & RESTORATION:** Cleaning from a tidy condition is included. Restoration of equipment is not. Should the facility be left in an unreasonable state, or furnishings have to be restored to their original site, additional charges of \$30 per hour will apply.

**ANIMALS:** Please note that no animals are to be taken to the Wilderness Centre

**PAYMENT TERMS:** An invoice for the total amount will be raised 10 days prior to the stay, based on numbers provided on the booking form. Guests in addition to these numbers will be charged on a pro-rata basis. If payment is to be made after the stay a 2.5% handling fee applies. Overdue payments will incur a 5% per month penalty.

**GST:** All prices are listed exclusive of GST. 10% GST will be charged on top of the listed prices

We wish you an enjoyable stay.

June 2016