



Kianinny
LEARNING NATURALLY

Hire Agreement and Camp Stay Documents

Kianinny Bush Cottages
246 Tathra Rd, Tathra | 02 6494 1990
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To be returned at least 2 weeks prior to your stay and updated as necessary upon arrival at Kianinny Bush Cottages.

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To be handed out to students.

TERMS OF HIRE

This is an agreement made between you –the hirer,
and Kianinny Bush Cottages.

The payment of a booking fee by the hirer constitutes an agreement to hire from Tyler and Kiah Pty Ltd the use of the facilities at Kianinny Bush Cottages, 246 Tathra Road, Tathra 2550 for the dates and times agreed.

By paying the booking fee the hirer agrees to the following Hire Agreement.

LIABILITY – Tyler and Kiah Pty Ltd, trading as Kianinny Bush Cottages and its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities, except where the liability for loss of property or damage or personal injury is due to negligence by Tyler and Kiah Pty Ltd and its employees or agents.

Kianinny Bush Cottages holds all necessary insurance for public risk and injury (as per industry requirements) however it is advised that all user groups also hold their own insurance or seek appropriate advice.

FIRST AID – Group leaders (teachers) will take responsibility for all first aid issues whilst on camp. This includes the collation and storage of individual medical forms, and the administering of first aid when necessary. Kianinny Cottages will also have first aid qualified staff on site to support where necessary.

PRIVACY ACT – Kianinny gives assurance that any personal information including medical details collected by the campsite, or provided by the group leader, will remain confidential and only used for the purposes for which it was collected.

CAMPSITE REQUIREMENTS

CARE OF PROPERTY – The hirer agrees to exercise care in the use of the campsite and its equipment and to be responsible for any damage caused to the camp and its equipment. It is the responsibility of the hirer to ensure the facilities are not damaged throughout your stay and that prior to departure the camp is left clean and tidy. If any furniture is moved during the stay, it must be returned to its original positioning within the camp.

CAMPSITE EMERGENCY MANAGEMENT PLAN – It is the responsibility of the Camp Coordinator to read and become familiar with the Campsite Emergency Management Plan.

CAMPFIRE USAGE – It is the responsibility of the group to gain permission from Kianinny staff if the group wishes to have a campfire. Camp fires mustn't be lit on days of fire danger including total fire ban days. Camp fires must never be left unattended and must be extinguished with generous amounts of water.

USER GROUP REGISTER – Please fill in the attached user group register and return to Kianinny staff 2 weeks prior to your stay.

PRICING POLICY

To confirm a booking the hirer must complete the following:

1. Pay a non-refundable booking fee of \$1000 (inc GST) upon acceptance of the quote. The booking fee is taken off the final invoice amount.
2. Return a completed copy of the Booking Form at the time of paying the booking fee.
3. Minimum Charge: Each booking attracts a minimum charge. The minimum charge for a booking will be based upon the required minimum number of people being 40 unless written agreement is reached with Kianinny Management. The group agrees to this minimum cost when they commit to the booking by paying the above stated booking fee.

Final Numbers: The hirer is required to confirm their final numbers 1 Month prior to arrival (Minor variations will be allowed up to 14 days out from the event date), via email to info@kianinny.com.au; these numbers will be used as the final invoice amount (less any booking fee paid). If numbers decrease within 14 days of your event the full charge will still be payable.

Final Payment: The final invoice will be issued 1 week prior to your stay based upon your final numbers. The preferred method of payment is direct deposit.

Bank: Commonwealth Bank
Name: Tyler and Kiah Pty Ltd
BSB: 063 607
Acc: 1077 7307

Cancellations/Refunds: Booking fees are non-refundable unless cancellation is advised at least six months prior to the booking date.
If cancellation is within 6 months of the event date the Booking fee will be forfeit.

BOOKING FORM

SCHOOL/GROUP NAME (hirer): _____

CONTACT PERSON: _____

ADDRESS: _____

SCHOOL PHONE: _____

MOBILE: _____

EMAIL: _____

EMAIL TO SEND INVOICE TO: _____

NUMBER ATTENDING: Students () Teachers/Adults ()

YEAR LEVEL/S ATTENDING: _____

CAMP COMMENCES: / / Arrival Time:

CAMP CONCLUDES: / / Departure Time:

DO YOU GIVE KIANINNY BUSH COTTAGES PERMISSION TO TAKE PHOTOS AND
USE THOSE PHOTOS FOR PROMOTIONAL REASONS

YES NO

A DEPOSIT OF \$ _____ HAS BEEN DIRECT DEPOSITED to

Bank: Commonwealth Bank
Name: Tyler and Kiah Pty Ltd
BSB: 063 607
Acc: 1077 7307

IMPORTANT MENU INFORMATION

Kianinny has developed three menus to assist with catering for food allergies and preferences.

We have a Standard Menu, Vegetarian Menu and an Allergy Menu.

If a student or adult has a food preference or food allergy that does not fit either of our three menus, they will be required to supply their own food and teachers will be required to prepare this. Our kitchen staff will assist if possible.

Allergy Menu

We have developed an allergy free menu for campers that are allergic to any of the following: **nut, gluten, wheat, dairy, soy or egg**. This means that any staff or students that have any or a combination of these allergies will **receive an 'allergy free' menu whilst on camp.**

It is helpful if students that have been placed on this list understand that they will receive a different menu whilst on camp and that even though at home they may eat certain foods, that the 'allergy free' menu has been developed to ensure the best possible safety for students whilst on camp.

It is also helpful if all adults/teachers on camp understand the procedures followed for students or staff placed on the Allergy Menu.

Kianinny staff have been trained to not make allowances or changes to part of the Allergy Menu to ensure consistency and safe practices are adhered to. If a student or teacher insist on a different food that is not on the allergy menu, this responsibility then lies with the teacher in charge and Kianinny Bush Cottages will not be held responsible for any consequences related to these changes.

KIANINNY FOOD ALLERGY FORM

Group: _____

Special Diet Coordinator: _____

Camp Dates: _____

Table 1: IMPORTANT: The following table is for **ALLERGIES** only Please note ALL food allergies – including adults and students – are included below.

FOOD ALLERGY MENU									
	Allergy						Anaphylactic	Other	
Name	N u t	D a i r y	E g g s	S o y	W h e a t	G l u t e n	Yes/No	Please Specify	Adult / Child (A or C)

Please confirm upon arrival by signing the copy in the Kianinny Bush Cottages kitchen.



Table 2: The following table is for campers requiring a VEGETARIAN MENU

Vegetarian Menu			
Name	Vegetarian	Please specify if any additional food is being supplied	Adult/Child

Please confirm upon arrival by signing the copy in the Kianinny Bush Cottages kitchen.

Table 3: The following table is for campers with LOW SWIMMING ABILITIES

Low Swimming Abilities		
Name	Please specify level of swimming	Adult/ Child

FINAL NUMBERS FORM

Please email to info@kianinny.com.au at least four weeks prior to your stay		
Name of group		
Date of booking		
Final numbers	Students	Teachers/Adults

USER GROUP REGISTER

To be returned by the Group Leader at least two weeks prior to your stay. Kianinny Bush Cottages staff will store it with the groups booking records. The information is required to satisfy the Australian Campsite Accreditation Program, local health authority needs and insurance.

School Name: _____ Teacher in Charge: _____

Date of Camp: In _____ Out _____

Total campers: _____

Please list the name of each camper below including all Teachers and Adults
Only use cottages if Bunk rooms are full

Bottom Bunk		Top Bunk	
Bunk Room 1a			
1		2	
3		4	
5		6	
7		8	
9		10	

Bunk Room 1b			
11		12	
13		14	
15		16	
17		18	
19		20	

Bunk Room 1c			
21		22	
23		24	

Bottom Bunk		Top Bunk	
25		26	
27		28	
29		30	

Bunk Room 2a			
31		32	
33		34	
35		36	
37		38	

Bunk Room 2b			
39		40	
41		42	
43		44	
45		46	

Bunk Room 2c			
47		48	
49		50	
51		52	
53		54	

Bunk Room 3a			
55		56	
57		58	
59		60	

Bottom Bunk		Top Bunk	
61		62	
63		64	

Bunk Room 3b			
65		66	
67		68	
69		70	
71		72	
73		74	

Bunk Room 3c			
75		76	
77		78	
79		80	
81		82	

Cottage 5			
83		84	
85		86	
87		88	

Cottage 6			
89		90	
91		92	
93		94	

Cottage 7			
95		96	
97		98	
99		100	

Cottage 8			
101		102	
103		104	
105		106	

Cottage 9			
107		108	
109		110	
111		112	

Cottage 10			
113		114	
115		116	
117		118	

Cottage 4			
119		120	
121		122	
123		124	

Cottage 11			
125		126	

127		128	
129		130	

Teachers:

	Double bed		Single beds
Unit 1		2	
1		3	

Unit 2		5	
4		6	

Unit 3		8	
7		9	

Cottage		11	
10		12	

ITEMS TO BRING TO CAMP

Clothes

- 4 Shirts
- 3 Shorts
- 2 Long pants
- 3 Underwear
- 4 Pairs of socks
- 1 Swimmers
- 1 Pyjamas
- 1 Jumper
- 1 Japara (must be waterproof)
- 1 Suitable footwear for water activities
(old runners are fine)
- 1 Closed sturdy shoes

Miscellaneous

- Toiletries
- 2 Towels (1 beach, 1 bath) Shoes
(closed, comfortable walking shoes)
- 1 Sunhat (broad brim)
- Sunscreen
- Pillow (with pillowcase)
- Sleeping bag
- Torch (with batteries) – Must bring for
night walk
- Insect repellent
- Drink bottle
- Packed lunch for first day
- Small backpack or carry bag for drink
bottle, hat and rain jacket