



**XAVIER COLLEGE BUXTON OUTDOOR
EDUCATION CENTRE**
C/- Post Office,
Buxton. Vic. 3711
Telephone: 5774 7392 Facsimile: 5774 7562
Manager: Warren Nelson



BOOKING FORM AND HIRE AGREEMENT

Name of Group: _____

Period of Booking: From _____ to _____
Arrive: _____ am/pm Depart: _____ am/pm
Cost per person: \$ _____ plus catering costs (if applicable).
Minimum group number of 20 people per night - \$ _____ per night (minimum charge).

Details of Group

Estimated number in group (Incl. Staff) _____ Age range: _____
A Deposit of \$ _____ must be returned with this form by _____ to confirm your booking.

Dorm 1 (16 beds) Dorm 2 (16 beds) Dorm 3 (16 beds)
Staff Quarters (8 beds)
Self catered Fully catered
First meal required (please circle): **BREAKFAST** **LUNCH** **DINNER**

CONTACT DETAILS: (Prior to Booking)

Mr/Mrs/Ms/Miss _____ Email _____
Phone: (Work) _____ (Home) _____ (Fax) _____ (Mbl) _____
Address: _____ Postcode: _____

AGREEMENT: The payment of a deposit by the hirer constitutes an agreement to hire the use of the facilities from the Xavier College Buxton Outdoor Education Centre (campsite).

DEPOSIT: A deposit of \$200 must be received with this form by the due date to confirm your booking.

PAYMENT: Payment of accommodation, catering costs and any additional expenses incurred (extra campers, breakage, etc.) will be invoiced and payment is requested within 14 days.

LIABILITY: Xavier College Buxton Outdoor Education Centre, its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of facilities.

CANCELLATION: Deposit refunds will only be given for cancellations made 6 months in advance of the camp date. In the event of a cancellation by the campsite, the hirer shall be entitled to a full refund of all monies paid.

DUAL OCCUPANCY: The campsite may be booked to more than one group at the discretion of the Site Manager, unless otherwise specified.

ACTIVITIES: Climbing Wall, Ropes Course, Initiative and Canoe activities must be booked and confirmed in advance to ensure availability. Charges may apply for equipment hire and/or instruction.

GST (Goods and Services Tax). The quoted cost per person is inclusive of GST.

ARRIVAL after 3pm DEPARTURE by 11am (Unless otherwise arranged and agreed to in writing)

I have read the information above and the attached 'General Conditions of Hire' and 'Guidelines for Camp Usage'. The group and I agree to abide by them. I also acknowledge it is my responsibility to inform the group of these conditions.

Signature of Applicant: _____ Date: __/__/____

Position held: _____ Deposit: _____

PLEASE RETURN THIS FORM WITH THE DEPOSIT TO THE ABOVE ADDRESS