

# Adelaide Hills Wilderness Lodge - Group Booking Application Form

PO Box 211, Stirling, SA 5152. P:08 8388 5588 F:08 8388 5588 (Please send faxes in the evening or lunch times)  
Email: [info@adelaidewilderness.com.au](mailto:info@adelaidewilderness.com.au)

**Please return all pages with booking fee. Booking is confirmed via return email**

## SO MUCH MORE THAN JUST SOMEWHERE TO STAY!!!

At the Wilderness Lodge you receive so much more than just a bed for a night at an award winning facility. Apart from our caring staff, delicious food, sparkling swimming pool and use of sporting and conferencing equipment, your group will enjoy:

- Acres of protected, beautifully forested wildlife sanctuary, with SA's endangered and locally extinct species roaming free!
- Knowledgeable and enthusiastic guides who deliver leading environmental and team building programs!
- Dusk wildlife sanctuary tours that provide a magical insight into what the Hills were like 150 years ago!
- Low ropes course, or unwinding with a forest ecology tour in the conservation.

### HIRER CONTACT DETAILS GROUP

NAME: \_\_\_\_\_

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

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

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

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

Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrive: \_\_\_\_\_ am/pm Depart \_\_\_\_\_ am/pm

(Check in 3:00pm, check out 1:00pm, unless prior arrangement and subject to early check-in fee)

Beds Required: Total Number: \_\_\_\_\_ Please select from the following:

Agreed SpecialConditions: \_\_\_\_\_

**\*GST: We are GST registered. 10% GST is charged on top of listed prices. This is in turn claimed back by your GST registered organisation.**

**Lodge Facility:** 25 minimum charge rate, up to 104 people. Rates based on stays of minimum of 2 consecutive nights. 10% surcharge for single night stays. A 3 night minimum applies to all long-weekend bookings. **Please Note:** Guests bringing own linen must bring clean bottom sheet. No sleeping bags directly on beds. Alternatively, we are happy to provide you with linen.

**Please tick your following choices, and return to us with your booking form.**

- \$32.75 p.p per night shared dorm and access to pool, conference room and sports stadium  
 \$180.00 Ensuite room, and access to pool, conference room and sports stadium. Sleeps up to 4, one room only.

### Accommodation costs also include the following facility use – times by arrangement

- |  |  |
|--|--|
| Access to extensive walking trails in forest | Entry to the Wildlife Sanctuary                    |
| Use of Spacious Gymnasium and Sports Oval    | Use of Volleyball equipment                        |
| Indoor activity spaces                       | Use of Badminton equipment                         |
| Swimming Pool & Fire Circle (seasonal)       | Choice of many free, self-run activities available |

**Hostel Facility** for up to 16 people. Self catered only. \$240 per night for whole facility. Comfortable lounge, kitchen, male & female dorm and bathrooms. Beautiful, peaceful forest setting. Includes use of gym and pool by prior arrangement.

**Self Catering** \$180 per day (24 hours) for Lodge

**Linen Required** \$14 supply only for whole stay

**Day Visitors** \$15.00 Entry per person for those not staying overnight

### Programmed Activities

Please tick your choices

#### Environment

- Guided Wildlife Sanctuary Tour** (about 1:20 hrs, 12 minimum) Guided night walks \$16.40 Adults, \$11.80 Children under 12, \$50 Family (2 adults, 2 children). Delight your guests with a guided tour of our protected wildlife sanctuary. A unique opportunity to learn about Adelaide's now locally extinct and endangered animals, and meet them first hand.
- Australian Snake Safety** (1:25 hrs, 20 minimum) \$11.50 per person. An in depth look at the behavior of Australia's snakes and how to live safely with them. Safe demonstrations with live snakes.
- Australian Native Reptiles & The Environment** (1:10 – 1:30, 20 minimum) \$8.50 per person
- Forest Ecology Tour** (1:10 – 1:30, 20 minimum) \$8.50 per person

#### Team Building (\$6.50 per person, 10 minimum, 1:10 hour sessions)

- Ropes Course & Teams Initiative
- Orienteering

## MENU

Please tick items you require. Pricing is per serve for a set menu (one selection per group for each meal).

### Breakfast

- Selection of cereals plus toast and a selection of breakfast toppings \$7.20
- Pancakes topped with maple syrup or lemon \$9.70
- Fresh fruit salad and yoghurt and muesli \$6.50
- Giant breakfast of eggs with a little olive oil and rosemary, grilled tomatoes \$14.50

### Lunch

- Handmade Lamb, vegetable and rosemary soup with delicious Baguettes and herb butter \$7.80
- Minestrone soup, handmade, with cheese and baguettes with herb butter \$7.80
- Pasta with a delicious fresh Neapolitan and herb sauce and cheese \$7.60
- Fresh baguettes with either ham or chicken and a selection of salads to choose from \$6.20
- King-sized baked potatoes topped with bacon, salsa and sour cream, served with fresh garden and herb salad \$8.20
- Platter of local cheeses served with kalamata olives, glace fruit and specialty breads \$12.50 per person

### Dinners

- The Great Aussie BBQ! Enjoy a traditional BBQ on the patio, with a delicious selection of meat and salads to choose from. \$13.90
- Baked Fish with lemon juice and herbs, plus our garlic bread and a fresh garden salad. \$11.50
- Spaghetti Bolognese (with our addition of a fresh garden salad and hot garlic bread) \$11.80
- Baked Potatoes topped with sour cream, shredded chicken, salsa and cheese. Served with fresh garden salad. \$12.30
- Falafels served with Greek yoghurt and fresh garden salad \$11.50 (Vegetarian)
- Vegetarian patties served with garlic bread and fresh garden salad \$11.50
- Quiche, Greek salad and garlic bread \$11.50 (Vegetarian)

### Desserts

- Caramel or Chocolate Billabong ice-cream \$1.50
- Chocolate, berry or caramel sundaes \$3.80
- Chocolate Mud cake with a scoop of vanilla ice-cream \$5.40
- Cheesecake of the day with cream \$5.40
- Banana Split - served with maple syrup or topping of your choice \$6.00

### Supper

- Farmers Union Flavoured Milk, plus a delicious muffin \$4.80 pp/day (Self service when you are ready.)

### Morning or Afternoon Tea

- Tea & Coffee self service \$1.80 per person per day
- Tea, Coffee, Plunger Coffee & Selection of Herbal Teas \$4.20 per person per day
- Add delicious muffins or cookies \$2.80 per serve
- Add biscuit selection \$1.20 per person per day
- Farmers Union flavoured milk and orange drinks \$2.20

**Minimum catering number of 25 applies, or see our self-catering option**

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**PAYMENT SLIP / TAX INVOICE / RECEIPT FOR DEPOSIT:**

**Booking fee \$300-00.**

**Group**.....**Date:**.....

I have read the following conditions of hire, and understand this, especially payment terms and conditions. I accept it is the leaders responsibility to ensure the group understands and abides by them.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / 20\_\_\_ **Position Held:** \_\_\_\_\_

**Payment method: Chq / Electronic Funds Transfer / Cash (we do not take credit cards). Remainder of payment due at check in.**

**Thank you for returning your booking fee and form. We look forward to your groups' stay.**

**PLEASE RETURN ALL PAGES OF THIS BOOKING FORM WITH THE DEPOSIT TO:**

**ADELAIDE HILLS WILDERNESS LODGE (ABN: 59 295 402 338)**

**PO BOX 211, STIRLING, SA 5152**

**or**

**email: ahwl@mac.com**

**PLEASE KEEP A COPY FOR YOUR RECORDS. BOOKINGS WILL BE CONFIRMED BY RETURN EMAIL FROM ADELAIDE HILLS WILDERNESS LODGE. THANK YOU!**

**07.01.10**

## Adelaide Hills Wilderness Lodge General Conditions of Hire

*Each group must have a competent leader in charge to liaise with AHWL staff, and to ensure that the group understands and follows Adelaide Hills Wilderness Lodge (AHWL) rules and procedures. The group leader is responsible for guest supervision at all times. AHWL 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 induct the group Leader(s) including an introduction to the site, explanation of safety issues and procedures. The group leader(s) will be responsible to sign a form that verifies they have heard and understood the induction talk and will pass it on to the guests at the earliest appropriate time. The facility will be checked by AHWL staff prior to departure, and must be left in a clean and tidy condition.

**EMERGENCY PROCEDURES:** Emergency procedure notices are posted throughout Adelaide Hills Wilderness Lodge (orange forms) and guests should make themselves familiar with the arrangements.

**GROUP LEADERS:** This person will be the point of contact with AHWL management on behalf of the group, and be ultimately responsible for the groups' welfare and decisions. The Group Leader will be supplied with AHWL emergency phone number for use if needed outside office hours. It is the group leader's responsibility to ensure that: 1. The group organizer maintains a list of guests 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 organizer. 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. AHWL staff are advised of guest medical conditions that may arise and may place the guests or others at risk. 10. AHWL are advised of special dietary requirements 10 days before the stay.

**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:** AHWL and 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 AHWL property or equipment are to be reported to AHWL staff and will be invoiced to the group. AHWL takes no responsibility for loss or damage to personal property. All vehicles are on the property at the owner's risk.

**SMOKING & ALCOHOL:** The AHWL has a designated smoking area on the patio beside the dining room, otherwise the property is strictly non-smoking, as we are adjacent to large forested areas. 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 AHWL staff and under competent supervision.

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

**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 AHWL. Access to wildlife and the sanctuary area is only available with AHWL staff supervision, or by arrangement. AHWL 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 1st aid. No specialised activities to be undertaken without prior approval of AHWL staff.

**ENVIRONMENT:** AHWL strives for sustainability. All wildlife and native flora are protected, and we request groups follow our waste reduction and recycling procedures. Animals within the sanctuary are wild, and must not be followed, fed or touched.

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

**CATERING:** The minimum number for catering is 25. Menu selections are subject to seasonal changes and availability of ingredients. AHWL reserves the right to request people with severe allergies or highly specific diets to provide their own specialized foods. We are happy to provide specialized diet requirements, as long as the AHWL is notified in writing on the Catering and Occupancy Form, to allow for food ordering.

**DUTY GROUPS:** 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:** AHWL reserves the right to terminate the occupancy without notice for breach of the General Conditions for Hire. AHWL staff are 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 \$300 Booking fee is received and confirmation of booking is sent by email from the AHWL. The AHWL 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 45 days before due time of arrival incur a cancellation fee of 50% of anticipated accommodation cost for numbers booked. Bookings cancelled less than 30 days before due time of arrival incur a cancellation fee of 100% of anticipated accommodation cost for numbers booked. All cancellations must be in writing. In the event of a cancellation by AHWL 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.

**PAYMENT TERMS:** An invoice for the total amount will be raised 10 days prior to the stay, based on numbers provided in the Catering and Occupancy form. If this form is not provided, then numbers invoiced will be taken from those provided on the booking form. This invoice is payable in full at check in. Guests in addition to these numbers will be charged on a pro-rata basis. Later payment arranged prior to the stay incurs a 2.5% handling fee. Overdue payment 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

**CONFIRMATION OF CATERING & OCCUPANCY FORM** to be completed and returned by 14 days before the check-in to enable food ordering and staffing. Guest numbers provided on this form will be charged as the minimum and are not subject to reduction. Additional guests will be charged on a pro-rata basis. This form will be emailed to you with your confirmation booking. Any food allergies or special requirements must be on this form, or cannot be catered for, as we have to order food well in advance being a rural property.