

ADELAIDE HILLS WILDERNESS LODGE - School Booking Form 2010

PO Box 211, Stirling, SA 5152. Ph / Fax: 08 8388 5588

Please tick the programs you would like, fill in the required information, and fax all pages of the booking form.

Once we have received the form and booking fee, we will email confirmation, and prepare a schedule.

HIRER CONTACT DETAILS:

School: _____

Mrs/Ms/Miss/Mr _____

Phone: (work) _____ Phone: (home) _____ Fax: _____

Mobile: _____ Email: _____

Address: _____ Postcode: _____

- Type of Stay: Programmed School Booking (5+ Activities run by AHWL)
 Partially Programmed School Booking (<5 Activities run by AHWL)
 School Retreat Other.....
 Day Excursion \$6 per day plus programs (Page 2)

Arrival: ____/____/____ Departure: ____/____/____ Arrive: ____ am / pm Depart ____ am / pm

Arrivals and Departures: Schools after 11am, Check out of rooms by 9am, and facility by 1.30pm unless by prior arrangement or day excursions.

Group Details: Total Students _____ Female: _____ Male: _____ Year Level: _____ No. of Adult Leaders: _____

Teacher Ratios: DECS recommends a ratio of 1 teacher or responsible adult to 15 students. Teachers are FREE up to a ratio of 1:14, over this ratio adults will be charged at the same rate as students, for accommodation and meals only, programs are free.

Agreed Special Conditions: _____

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

Minimum Numbers: Minimum overnight charge for Main Lodge based on 25 students.

Activity Minimums: Minimum numbers of 20 apply for activities, except for Astronomy, which has a minimum of 45.

DAY EXCURSIONS (If NOT staying overnight)

- Day Visits \$6 per person per day entry plus chosen program costs. Tick selected educational programs, disregard accommodation section.

EDUCATIONAL PROGRAMS

Please tick the programs you would like to include. Each program runs for about 1 hour, unless otherwise stated. Programs are run by experienced facilitators. We suggest from 7 -10 programs, depending on arrival and departure times. Once you have selected your programs, and we have confirmed the booking, we will provide a schedule for your approval. Programs priced per person, per program, +GST.

PROGRAMS (per student, GST exclusive)

- Scales, Tails and Thermoregulation:** An in-depth look at Australia's diverse reptile fauna. Learn about camouflage, how reptiles maintain body temperature and lots more! Meet snakes, lizards and a goanna. Learn about their habitats and lifecycles. Understand and develop with these fascinating creatures. A talk on snake awareness and safety can be included if requested. (\$6.70)
- Endangered Animals:** Is extinction no more than a natural process? What are natural and unnatural levels of extinction? What drives extinction? How do scientists classify animals as common, uncommon, rare, vulnerable, threatened, endangered or extinct? What action plans are in place to save different species, and what can you do to help? (\$10.50)
- Mammals and Birds:** Meet friendly animals including bettongs, kookaburras, wombats and possums. Learn about them and their role in the Australian ecosystem. (\$10.50).
- Night Sanctuary Explorer:** A guided night tour through our protected sanctuary enables students to see many re-introduced species that once lived in this region but are now locally extinct or endangered. You may see Woylies, bettongs, potaroos and other small kangaroo species. Tour is taken by experienced guide after dusk. (\$8.50)
- Tour of a Changing Forest:** An informative forest ecology tour. See spider orchids (in season), Learn about the local species that make the forest their home. Look at how the forest has changed, from the time of the mega-fauna, through the changes that led to the current ecosystem. Learn about fire and the eco-system. (\$6.80)
- A Night With The Stars:** Enjoy our dark skies away from the city lights and learn about the sky at night. Explore the Milky Way, the moon and the planets through telescope and binoculars. Learn about the constellations, gain an understanding of earth's place in the solar system and discover the reason for the seasons. Evening activity after dark. (\$12.00)
- Orienteering:** Great for teamwork and lateral thinking. Forest courses that vary in difficulty to suit each group. (\$5.80)
- Ropes Course:** An activity developed to assist with teambuilding, cooperation and confidence. Great feedback on results from this program. (\$6.20) Year 4 and over
- Camp Fire & Marshmallows:** Learn to safely make and manage a campfire. BYO fire wood please. Remember your marshmallows! Not available during the fire-ban season. \$30 fire fee will apply for group.

Please Note: Occasionally a program may be unavailable. If this is the case, an alternative will be chosen in consultation with the school.

ACCOMMODATION & FACILITY USE

Accommodation costs also include the following facility use – timing by arrangement

- | | |
|--|--|
| Accommodation (2-10 bunks per room) | Tea / Coffee for teachers |
| Use of Spacious Gymnasium and Sports Oval | Use of Volleyball equipment |
| Use of Tennis Equipment (all weather) | Workshop and indoor activity spaces |
| Swimming Pool (seasonal) | Entry to the Wildlife Sanctuary |
| Electronic Journal for Students | Use of basketball equipment |
| Use of Badminton equipment | Access to extensive walking trails in forest |
| Choice of many free, self-run activities available | |

Please Tick Preference:

- Main Lodge** (45 -100) \$32.75 pp/night based on minimum consecutive two-night stay. For single night stay, \$35.80 pp/nig
- Forest Hostel** Up to 16 people, self-catering optional), Flat Fee of \$458.50 per night.
- En-suite Room** (1 – 4) \$180.00 per night. Sleeps up to 4, one room only.

MEALS

Please Tick Preference: We would like our stay to be:

- Fully Catered, including morning and afternoon teas (\$29.50 p.p. for 5 meals each full day)
- Main Meals Catered, Group will supply own morning and afternoon teas (\$25.80 p.p. for 3 meals each day)
- Self-Catered. Groups of 35 or less, accredited kitchen staff only, no students (\$180 day (24 hrs).

First Meal..... on (day) Last meal on (day).....

MENU SELECTION:

- Breakfast**
- Selection of cereals (Rice bubbles, Corn flakes, Weetbix, Muesli)
 - Toast with a selection of spreads
 - Fruit bowl (apples and oranges)
- Orange Juice (\$2.40 per serve)
- Morning and Afternoon Tea**
- Delicious muffins or
 - Cookies and
 - Fruit bowl (apples & oranges)
 - Cordial (if school wishes)
- Lunch**
- Filled subs, Select from ham or chicken, with a selection of salads, dressings and cheese
- Home made, thick vege and lamb soup with herb bread
- Dinner**
- Baked Fish with lemon juice and herbs, with garlic bread and fresh garden salad.
- The Great Aussie BBQ: Sausages, chicken drumsticks, coleslaw, green salad, bread, toppings
- Spaghetti Bolognaise with Salad and Garlic Bread

Dessert

- Ice Cream Sundaes with raspberry, caramel or chocolate toppings

Supper

- Supper. Flavoured milk and muffin (\$3.40 per serve) (For teachers to serve)

- ❖ *All above dishes do not contain whole nuts, however MAY contain traces of nuts.*
- ❖ *Special Dietary needs and vegetarian options available provided they are clearly listed on the Catering and Occupancy Form. Those with extreme allergies or highly specific dietary needs may be required to provide their own specialised food.*

Additional Meals: Morning/Afternoon Tea \$2.50, Breakfast \$6.00, Lunch \$7.00, Dinner \$12.80

PAYMENT SLIP / TAX INVOICE / RECEIPT FOR BOOKING FEE :

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 school's 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)

Adelaide Hills Wilderness Lodge	
BSB	105148
Account No.	024485840

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

ADELAIDE HILLS WILDERNESS LODGE (ABN: 59 295 402 338), PO BOX 211, STIRLING, SA 5152 or
Fax: 8388 5556 OR BY EMAIL TO AHWL@MAC.COM

PLEASE KEEP A COPY FOR YOUR RECORDS. BOOKINGS WILL BE CONFIRMED BY RETURN EMAIL FROM ADELAIDE HILLS WILDERNESS LODGE. THANK YOU!
03.03.10

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 give an induction talk to the group Leader(s) that includes 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 is only available with AHWL staff supervision. 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 are to be undertaken without the 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. All menu selections 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 & OCUPANCY FORM to be completed and returned by 10 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.