

Castlereagh Christian Conference Centre Ltd
297- 305 Old Castlereagh Road
CASTLEREAGH NSW 2749

Please complete sign and return
to PO Box 448
CRANE BROOK NSW 2749

OR EMAIL TO:-
academyaccomm@bigpond.com

BOOKING APPLICATION FORM

Booking Application form must be completed, signed and returned with the required deposit of **10%**
within 1week otherwise this Tentative Booking lapses

1. **Group for whom the application is made:** (Church/School/Community/ Group/Organisation

Name

Address

Person making booking

Address.....

PostcodePhone Mobile

Email:-

Purpose for which facilities will be used:

Date:-

10% Deposit required to hold bookings - \$.....

Direct deposit is preferred, however a cheque is acceptable with thanks.

**Castlereagh Christian Conference Centre
NAB - Parramatta
BSB No. 082 -330
Account No. 48871 2705**

Approx. Arrival Time:-.....Departure Time.....

Approx Numbers.....

(Please note arrival and departure times on our Conditions of Hire unless previously arranged)

- 1) I hereby apply to use Castlereagh Christian Conference Centre facilities for use of the Group for the above stated purpose.
- 2) I agree to pay all charges for this use of the facilities of Castlereagh Christian Conference Centre Ltd in accordance with your Conditions of Hire at the rates applicable at the time of hire. The Conditions of Hire are set out on the attached sheet.
- 3) I have authority to sign on behalf of this group, accept full responsibility for the Group and agree to pay for any loss or damage caused by the Group or any Member or Visitor to our facilities.
- 4) I understand that the Management of Castlereagh Christian Conference Centre has the right to cancel the hire of the facilities at any time should any use or proposed use of the facilities by the Group be in the absolute discretion of the Management of Castlereagh Christian Conference Centre, inconsistent with the beliefs or purposes of the Management of Castlereagh Christian Conference Centre Ltd
- 5) The Management of Castlereagh Christian Conference Centre Ltd and its staff accept no liability or responsibility for any loss or damage to property, valuables brought on site, or, injury of or to any person and I shall be responsible to ensure that all persons in the Group and their Guests and visitors are aware of this Disclaimer.

Dated: Signed:

CONDITIONS OF HIRE

- 1) A Minimum number of 20 persons are required for accommodation.
- 2) **Confirmed Numbers must be given 2 weeks prior to arrival otherwise original numbers booked will be charged.**
- 3) In the case where **WHOLE OF SITE IS BOOKED (BEING 48)** that will be the number required to be paid for on departure (**NO CHANGE IN NUMBERS WILL BE ALLOWED**).
- 4) If a booking is cancelled up to **3 calendar months before** the occupancy date, the deposit will be returned less a **10%** administration fee.
- 5) If a booking is cancelled less than **3 calendar months** prior to the occupancy date the whole of the deposit will be retained
- 6) If a booking is cancelled less than **2 calendar months** prior to the occupancy date **75%** of the actual cost of the Accommodation will be required to be paid.
- 7) Cabins are allocated as per the booking numbers (8 to a cabin). If for any reason an extra cabin is requested to be opened for example to accommodate coach drivers, sport coaches & special guests etc. a **\$60.00** charge will apply.

WEEKEND BOOKINGS

A two day weekend is deemed to commence after dinner being **7.00pm on the Friday to 3 pm on the Sunday** . The Friday and Sunday evening meals are not included on weekend bookings unless previously arranged. If groups wish to arrive earlier and/or leave later, and therefore require additional meals, this can be arranged and costed on request.

DISCIPLINE

The groups on-site organiser will be responsible for the behaviour of the Group. The management reserves the right to ask any person who does not abide by the rules of Castlereagh Christian Conference Centre Ltd to leave the property. Any conduct inconsistent with Castlereagh Christian Conference Centre Ltd beliefs and purposes will be deemed unacceptable behaviour.

CONDITIONS OF HIRE/RULES

- 1) **Organiser:** At the time of arrival the organiser is asked to meet with the Management/Caretaker of the Academy for allocation of cabins and issue of keys. – Keys to be returned to Management/Caretaker at end of stay otherwise a fee of \$10.00 will be charged.
- 2) **Catering:** On request - Breakfasts are charged at \$9.00 per person per day and supplied by the Academy. Guests requiring special dietary foods for **breakfasts will be required to bring own food** – A small additional charge for special dietary foods supplied by our Contract Caterer for lunches and dinners will apply. **foods** required for lunches and dinners supplied by our Contract Caterer,
- 3) **Accounts:** To be paid on departure unless previously arranged. Cheques made payable to Castlereagh Christian Conference Centre Ltd or as a direct deposit into our account – details on page 1 of Booking Form.
- 4) **Equipment:** All facilities are provided for your use on the understanding that they will be used with due care. Please report to caretaker any equipment not working. Do not attempt to fix. eg. Electrical appliances etc. **AIR CONDITIONERS AND T.V'S TO BE SWITCHED OFF IF CABIN IS UNOCCUPIED**
NO EQUIPMENT IS TO BE TAKEN OFF THE PROPERTY OR MOVED FROM ROOM TO ROOM.
- 5) **Alcohol & Drugs:** No alcohol or any non-prescribed drug to be brought onto the property.
- 6) **Smoking:** Smoking is not permitted on the property of the Academy.
- 7) **Cabins:** Are to be used for sleeping, resting and study only. No one is to enter the sleeping quarters of the opposite sex except in the case of family accommodation.
- 8) **Beds & Bedding:** Mattresses, blankets, Towels & **linen provided.** Mattress and blankets not to be removed from cabins.
- 9) **Lighting:** Please ensure that all lights are turned off when not required.
- 10) **Fires:** No lighting of fires on the property is allowed, **this includes the lighting of candles in the cabins and halls.**
- 11) **Breakages & Damage:** Must be reported immediately to the Caretaker and all such breakages or damage must be paid for in the finalisation of the account.
- 12) **Personal Hygiene** items to be placed in bins provided and not in toilets – if not this could result in the group being held wholly responsible for any damage caused to the sewerage system.
- 13) **Display of material:** The use of pins, drawing pins, sticky tape on the walls of the cabins inside and outside & halls is **prohibited** – use of blue tac is allowed, but must be removed on departure.
- 14) **Personal Property/Jewellery , Computers etc** – **No responsibility taken for loss or damage.**
- 15) **Crockery, glassware and cutlery used in cabins TO BE WASHED UP BEFORE DEPARTURE** – tea towels and washing up detergent supplied for your use. **A CLEANING FEE OF \$30.00 WILL APPLY IF RULE IS NOT ADHERED TO**

DISCLAIMER

The applicant acknowledges that the Castlereagh Christian Conference Centre Ltd and the Management of the site will not be responsible for any loss or damage to any property brought onto the camp site. Should any claim be made for such damage to the property owned by any person associated with the applicant, or any other person or corporate body associated with such person, then the applicant will indemnify Castlereagh Christian Conference Centre Ltd and their management in respect of all such claims.