



1. Cancellations must be advised in writing. Cancellation penalties are as follows:

Prior to booking date	Result
180 days or more	deposit refunded
91-180 days	deposit <u>not</u> refunded
90 days or less	minimum numbers charged less any income from rebooking

Minimum numbers will be invoiced after the booking date has passed. Should the facility be rebooked, an appropriate % of the cancellation fee will be refunded less an administration charge of \$200.00.

2. Minimum numbers for overnight stays are as indicated on the Booking Form & Hire Agreement, but shall not be less than shown in the following table per area per night.

Accommodation areas are:

- Main Camp Bunkhouses 20 (Capacity 39, 36, 36, 39)
- Harbour View Centre 15 (Capacity 30)
- Bellbird Heights Bunkrooms 12 (Capacity 24)
- Bellbird Heights Motels (4 units) on a unit basis (Capacity 12)

3. Any and all rules or guidelines detailed in the section 'Accommodation Features' form part of the conditions of booking.

4. Allocation of accommodation and other facilities will be made at the discretion of the Manager; according to the size and nature of the group using the facilities. Living Springs reserves the right to alter indicated accommodation, meeting and/or dining areas at any time. Groups will be advised as soon as possible should this need arise.

5. **Final numbers to be confirmed 14 days prior to your camp.**

6. Deposit may **NOT** be refunded if any of the following occur:

- Booking is cancelled 180 days or less prior to the start of camp.
- Any loss or damage to Living Springs facilities, goods and/or equipment.
- Cleaning is not carried out satisfactorily.
- Annoying or disruptive behaviour by groups or individual group members leads to cancellation of booking.
- Termination of booking for breaches of any other conditions of booking.

7. All groups must vacate accommodation areas by 10am and the camp complex by 2pm on the day of departure. An additional part day charge may become applicable for groups arriving/leaving before/after times previously stated.

8. The Health & Safety in Employment Act 1992 requires that we have in place individual risk management plans for the activities provided at Living Springs. These will be provided to your group as soon as we are advised of the activities you intend to use. It is your responsibility to make sure that all people involved in a supervisory role understand and carry out these requirements. Living Springs reserves the right to terminate any group booking should it discover upon reasonable grounds that any group is not complying with the individual risk management policy.

9. Each group is responsible for the safety of their personal belongings and Living Springs accepts no liability for any loss caused by theft or for any other reason whatsoever.

10. Groups and individuals who are proposing to book Living Springs should note that the Complex is owned by the Living Springs Charitable Trust. The Trustees therefore may refuse to accept any booking from a group or individual whose objects or aims they believe on reasonable grounds to be contrary to the objects of the Trust Deed.

11. Payment at current rates is expected from all campers, including guest speakers, camp leaders and families. Please note that a minimum charge is applicable. Day visitors will be charged at casual rates. Final numbers of campers and any casual meals must be confirmed with reception. Payment must be made within seven (7) days of receiving your invoice. Should you choose to pay by credit card, a 2.6% surcharge fee will be applied.

## Accommodation Features

### MAIN CAMP – Bunkhouses

This facility consists of 4 bunkhouses sleeping a total of 150 people. Each bunkhouse has its own toilet and shower facilities. All bunkrooms have one double bunk.

- All bunkhouses have four bunkrooms, two with eight beds and two with ten. [Each of the Bunkhouse rooms has one double bunk-bed.]
- Bunkhouses one and four each have an ensuite bedroom that can accommodate three persons. It has a small bathroom with a toilet, shower and basin.
- Bunkhouses two and three have no ensuite but instead a second bathroom with two showers, two toilets and two basins.
- The Main Hall has a seating capacity of 300 (may be shared).
- Shared use of Dining Hall.
- Swimming Pool and other recreational activities by arrangement (may be shared).

### HARBOUR VIEW CENTRE

This facility has 14 rooms. Rooms one to four (located on the foyer level of the main building) have a paraplegic toilet and shower adjacent. Rooms five to fourteen are located downstairs and have separate ladies and gents ablutions (two showers and toilets in each).

- Rooms one and two have three King single beds – 2 can be made into a King size bed.
- Rooms three to fourteen have two king single beds in each, which can be made into a king size bed.
- The Harbour View Centre lounge has seating for a maximum of 40 people.
- Own dining room may be available.
- Swimming pool and other recreational activities by arrangement (may be shared).

### MAIN CAMP – After Hours Contact

A telephone is available for campers use at all times, but incoming calls are restricted to office hours only (8am-5pm).

Our phone number is (03) 329 9788. Our fax number is (03) 329 9649

We request a cell-phone number from each group attending. This number will be left on our answering machine message so your group can be contacted outside office hours.

### BELLBIRD HEIGHTS – Bunkrooms

This facility consists of six bunkrooms with four bunks in each, sleeping a total of twenty four people.

- Bellbird Heights has its own kitchen, dining room and a lounge with a total seating capacity for 40 people.
- Own catering by arrangement.
- Swimming pool and other recreational activities by arrangement (may be shared).

### BELLBIRD HEIGHTS – Motel Units

Four motel units can be booked if available. All units have their own bathroom and toilet facilities.

- Motel units one and two have two bedrooms in each. One room with a queen bed and the other with two singles. They have an open plan lounge, dining area and limited cooking facilities.
- Motel units three and four are bed sitter style with a queen bed, a dining area and limited cooking facilities.
- Own catering by arrangement.
- Swimming pool and other recreational activities by arrangement (may be shared).

### BELLBIRD HEIGHTS – After Hours Contact

A telephone is located in the kitchen. Local calls (including Christchurch) can be dialled straight out. This phone is toll barred.

For incoming calls the number is (03) 329 9629

### OUTDOOR CAMPING CENTRE

We have 5 caravan sites and an area to pitch tents. In this area are 2 buildings housing:

- Shower and toilets.
- Kitchen area containing basic kitchen utensils, a commercial toaster, oven, zip, bench top elements, fridge and freezer. (Bring your own cutlery, crockery, food and tea towels).
- Small dining/meeting area.
- Cleaning cupboard.

Unless otherwise prearranged, use of the Outdoor Camping Centre does **NOT** include catering, or use of any of Living Springs other activities and facilities.