

**GLENBARR**  
**Historic Camp and Conference Centre**  
**HIRE AGREEMENT**

**AGREEMENT:**

- Payment of a Non-refundable deposit with the completed Booking Form, constitutes an agreement to hire and use the facilities of Glenbarr Camp and Conference Centre under the terms and conditions listed below.
- The Homestead, sheds and private Residence are not part of the campsite hire.
- Campers are asked to use the facilities with care and respect.
- Campers do not have access to adjoining properties.
- No pets are allowed.

**CANCELLATION:**

- Glenbarr will only refund Deposits if the cancellation is made **a minimum of 30 days prior to the camp or function date, and the days have been re let.**
- All refunds will be calculated less a \$30 Administration Fee.
- In the event of a cancellation by Glenbarr, the deposit will be refunded in full.
- Glenbarr is not a high fire risk area, however groups need to plan for the possibility of bushfires in summer and autumn.

**COSTS & PAYMENT:**

- Prices are calculated, per person per day and include GST.
- Full payment is required to be finalised, prior to departure unless other arrangements have been made. Additional costs will be charged if the site is not left clean, tidy and free from damage.

**WEDDINGS:**

**48 Hour Wedding entitlements Exclusive Use of:**

- The Cottage for two nights
- Stable Inn (Kitchen/Dining area)
- Barn
- Dormitory accommodation for up to 36 people.
- All lawn areas

**Payment:**

A \$500 deposit is required at the time of Booking

Payment in full is required one (1) month prior to the wedding.

Marquee erection days and times are negotiable.

**One Day Hire** : Use of North Lawn area for 14hrs from 9am

## **OCCUPANCY:**

- Camp hire for one day is a period of 24 hours – from 9am to 9am, unless otherwise agreed by Management.
- Access prior to and after these times may depend on prior bookings.
- Hire is not exclusive use. Other events may be held onsite at same time ,unless discussed with management.
- Parking is at the owner’s risk and cars may only be parked in nominated areas.
- Glenbarr do not accept liability for any losses of property or personal injury arising from the use of facilities at Glenbarr. Groups must have Public Liability Insurance to cover their group’s activities.
- The nominated Group Leader is responsible for camper supervision at all times, taking care to prevent injury or harm occurring to the group.

## **EMERGENCY PROCEDURES:**

- The Group Leader will ensure that all campers are advised of camp emergency procedures.
- Continuous ringing of the bell, or activation of smoke alarms, indicates an emergency and all campers are to proceed immediately to the assembly point by the stone wall to await instructions from emergency personnel.

## **CAMP EXPECTATIONS:**

**FIRST AID** is the responsibility of the Group Leader who must provide a First Aid Kit appropriate to their activities and provide their own mobile phone.

**CAMP FIRES** –No fires of any kind are allowed **during Fire Danger Season and Total Fire Ban days**. Outside these times, and subject to Glenbarr management approval, campfires can be lit in the designated area, under the supervision of the Group Leader, and must be fully extinguished.

**STONE WALLS** – Please do not climb on, move or remove any stones from this Heritage site.

**FOOD HANDLING** – At least one person, during a self-catered camp, must be responsible for all food preparation and handling.

**SMOKE FREE AREAS & ALCOHOL** – All buildings and surrounding areas are classified as “Smoke Free Zones” however a designated covered smokers’ area is provided near the Barn. Alcohol maybe consumed by people over the age of 18 years. A limited liquor license should be obtained for groups and events by the Event Organiser if necessary.

**FURNITURE** – Relocation of any furniture can be negotiated with the Booking Officer.

**CLEAN UP PROCEDURE** – All areas used during the camp must be clean prior to departure, and left in the same state as when you arrived. Cleaning equipment – mops, bucket, cloths, dustpans and brooms are located in the Laundry, near the Men’s Toilet. Vacuum cleaners are located in the Barn Conference Room.

1. All litter must be placed in the bins provided and emptied into the large Council Waste and Recycling bins. Refundable containers may be left in the bins provided.
2. All areas must be left tidy.
3. The Barn Conference Room is to be left as listed below:

- † Red Chairs to be stacked on the carpet in groups of 5 or less
- † Trestle tables to be stacked on the carpet
- † Wash and store dishes, clean sink and bench-top
- † Turn off the Urn
- † Empty Fridge
- † Bag rubbish and empty into the Council Waste bins
- † Turn off Air-Conditioners

Please sign this Agreement and return with your Booking Form.

I/We print name..... agree and accept the above conditions.

Signed.....

Date.....