

## How to make a bookings

To book the campsite we need:

1. We need the following information: group name, contact person, email, phone etc to make a booking.
2. An email will be sent with the booking form after reading the Conditions of Hire we need that document signed along with the Booking form and returned with your deposit.
3. Please take note of the cancellation policy.
4. A confirmation letter will be sent out after your deposit has been paid.
5. One month before your camp, an information pack will be emailed, this needs to be returned 14 days prior to your camp for catering and accommodation.

If your booking is cancelled

There will be no deposit refunded. If cancelled 180 days or less before camp. 75% of the camp fees will be charged.

Settlement of fees.

On the completion of camp an invoice will be generated on the number of people attending and any other cost the camp has incurred during your stay. (e.g. programming, breakages, casual meals, day visitors etc.)

The account is payable on departure or within 7 days of leaving camp.

We also attach an evaluation form to be completed and returned to enhance continued development of the site so that we might be able to meet your needs in the future.

ABN 92 208 024 297  
Postal Address All Camps:  
PO Box 127 Anglesea 3230  
Facsimile: (03) 5263 1854  
Phone: (03) 5263 3222