CAHOOTS ADVENTURE CAMP

BOOKING AND HIRING TERMS AND CONDITIONS

Updated 29 October 2026

By confirming your booking, you acknowledge and accept these terms.

1. Group Coordinator

Each camp group must nominate a Group Coordinator who is authorised to act on behalf of the group. The Group Coordinator must:

A. Be a responsible adult and remain onsite for the duration of the camp.
B. Accept full responsibility for the group's conduct, adherence to all Cahoots Adventure Camp policies and compliance with Cahoots' staff instructions.
C. Ensure all payments are made on time and that all required information is provided.

2. Booking and Payment Process

A. Tentative Booking

- A tentative booking is held for 14 days following the initial application.
- A Booking Form and quote will be sent to the Group Coordinator to sign and return.

B. Booking Confirmation

- To confirm the booking, the signed Booking Form must be returned within 14 days and the deposit invoice paid as per invoice terms.
- If the Booking Form and deposit are not received within the above timeframes, the dates will be released for other bookings.
- Deposits are non-refundable.

C. Pre-Camp Process and Camp Entry

- The Group Coordinator will receive regular updates and information requests leading up to the arrival date.
- A pre-camp invoice, based on estimated attendance (or minimum booking rates, whichever is greater) will be issued 30 days prior to the arrival date.
- Full payment of the pre-camp invoice is required 14 days prior to the arrival date.
- School bookings occurring within the first two weeks of a school term must ensure the pre-camp invoice is paid by the end of the previous school term (exemptions apply to term 1).
- Camp management reserves the right to deny entry to the camp if the pre-camp invoice is not paid in full on arrival.

D. Final Attendance and Adjustments

- Final guest attendance must be provided 14 days before arrival.
- **No refund will be provided** for guests who cancel less than 14 days prior to the arrival date.

- Guests who do not stay for the full duration of the camp will not be refunded for any component of the camp.

E. Adjustments to Pre-Camp Invoice
- Any adjustments to the pre-camp invoice will be reflected in a post-camp invoice, issued after the camp group's departure.
- The post-camp invoice must be paid within 7 days of issue.
- The Group Coordinator is responsible for tracking guest attendance, including day visitors to the camp.

3. Cancellation

A. Cancellation Notice and Penalties

Planning camps or weddings typically occurs 12 months in advance. Each booking requires extensive preparation, including food ordering, staff scheduling and maintenance planning.

Late cancellations result in significant costs and loss of income that cannot be recovered, as the camp is reserved exclusively for your group and cannot be rebooked at short notice.

- **Cancellations more than 60 days prior to the arrival date** will forfeit the non-refundable deposit.
- **Cancellations within 60 days prior to the arrival date** will forfeit the non-refundable deposit and incur a cancellation fee of **50% of the total quoted cost of the camp**.
- **Cancellations within 30 days prior to the arrival date** will incur a cancellation fee of **100% of the total quoted cost of the camp.**

B. Cancellations Due to Unforeseen Circumstances

Camp management reserves the right to cancel or modify bookings in circumstances beyond our control, including but not limited to bushfires, power outages or government-mandated closures. In such cases:
- Should camp management cancel a booking due to safety concerns or circumstances beyond our control, a credit or refund will be offered, minus any non-recoverable costs.
- Non-recoverable costs refer to expenses incurred by Cahoots Adventure Camp that cannot be refunded or transferred. These may include, but are not limited to, food cost, third-party supplier fees, or staffing costs directly associated with the booking.
- If the group chooses to cancel due to concerns about a potential disruption (e.g., forecasted weather) but camp operations remain unaffected, standard cancellation terms will apply.

Where cancellation occurs, camp management will make every reasonable effort to provide alternative dates.

C. Transfer Booking

A group wishing to transfer their booking to another date may do so within a 9-month period. Transfer of a booking beyond the 9-month period is

deemed a cancellation and a new booking must be made. Standard cancellation terms will apply.

4. Liability

Cahoots Adventure Camp will not accept liability for any loss or damage to food, equipment or personal items belonging to the Group Coordinator, hiring group or its visitors. This includes losses caused by equipment malfunction, adverse weather conditions, theft, natural disasters or other unforeseen events. While Cahoots Adventure Camp will make reasonable efforts to maintain its equipment and facilities, responsibility for securing personal property rests with the Group Coordinator.

5. Self-Catering

Cahoots Adventure Camp primarily operates as a catered camp. Self-catering is available during holiday periods and weekends. Groups approved by camp management for self-catering must adhere to the following conditions:

A. Qualified Supervision

Your group/organisation is solely responsible for managing participant allergies, dietary requirements, ingredient selection, food preparation and food service. Cahoots Adventure Camp does not warrant that kitchen facilities are free from allergen traces or cross-contamination. Group leaders must ensure appropriate allergen controls are implemented and that participants with allergies carry required medication.

For the safety of your campers, we recommend the individuals catering for your group undertake the following training:

All about Allergens for Camps - https://foodallergytraining.org.au

FoodSafe Online - https://foodsafeonline.com.au

B. Kitchen Hire Fee

A daily Kitchen Hire fee applies. Refer to the Cahoots Adventure Camp Price Guide for current rates. The Kitchen Hire Fee includes:

- Use of all kitchen appliances (e.g. ovens, stovetops, microwaves, toasters, kettles)
- Access to crockery, cutlery, glassware, and serving utensils
- Use of cooking equipment (e.g. pots, pans, baking trays, chopping boards, knives)
- Cleaning consumables (e.g. dishwashing liquid, sponges, paper towels, bin liners)
- Access to cold storage (e.g. fridge and freezer space)
- Use of food preparation areas and benches
- Rubbish disposal facilities (bins provided; groups may be responsible for removing their own waste)
- Hot water and utilities (gas/electricity for cooking)
- Use of the dining, meeting and activity halls

C. Facility Supervision
Cahoots Adventure Camp management reserves the right to oversee the use of all facilities at its discretion.

D. Food Safety Compliance
By choosing to self-cater, the Group Coordinator accepts full responsibility for ensuring that all food is prepared, stored and handled in compliance with all relevant food safety laws, guidelines and regulations set by state and local governments.

E. Dietary Liability
Cahoots Adventure Camp accepts no responsibility for any harm, injury or fatality related to specific dietary needs. The full responsibility for managing dietary requirements rests with the Group Coordinator and their group.

F. Kitchen Cleanliness
The Group Coordinator must ensure the kitchen is left clean and tidy according to the written instructions provided. Additional cleaning fees may apply if the kitchen is not returned to its original condition. Additional fees may apply for:
- Excessive cleaning required beyond standard use
- Damage to kitchen equipment or facilities
- Additional fridge/freezer space beyond the standard allocation
- Removal of excess rubbish if not disposed of correctly
- Missing food or kitchen items

6. Dietary Requirements and Allergies

- Where Cahoots Adventure Camp provides catering, medically diagnosed diets, religious, vegan and vegetarian diets will be catered for.
- Cahoots Adventure Camp is an allergen-informed venue.
- If a guest requires specialised food that cannot be provided by Cahoots Adventure Camp, they may bring their own food. Storage and preparation arrangements must be discussed in advance with camp management.
- Dietary preferences based on likes and dislikes or alternative dietary preferences will not be accommodated.
- Cahoots Adventure Camp is unable to cater specifically for the needs of diabetic guests, who are required to manage their own consumption and medical condition.
- A Dietary Requirement Report is required to be completed and returned to the Cahoots Adventure Camp team no less than 14 days prior to the camp commencing. If additional dietary needs become known after submitting the form, Group Coordinators must update and resubmit the form as soon as possible.
- Catering options are limited only to the dietary requirements listed in the Dietary Requirement Report.

7. Third-Party Activity Providers

- Groups may use a third-party activity provider at the camp.
- Camp management must approve the use of any third-party provider at the camp prior to the group's arrival.

- During the booking process, the Group Co-ordinator must submit:
  - the provider's name
  - ABN
  - activity description
  - evidence of current public liability and worker's compensation insurances.
- At its absolute discretion, camp management may deny approval or withdraw the provider's access to the camp.

8. Swimming Pool Use

The swimming pool is available for guests from September to April for a one-off hire fee, providing access for the duration of the camp. Pool use is subject to the following conditions:

A. General Conditions

- Guests use the pool at their own risk. Cahoots Adventure Camp accepts no responsibility or liability for injury or fatality resulting from pool use.
- The pool must be booked in advance with camp management by the Group Coordinator.
- Pool rules are clearly displayed in the pool area and must be followed.
- A maximum of 30 guests may use the pool at any one time.
- Guests must not swim if they have open sores, rashes, or any condition involving blood or infection.

B. Supervision Requirements

- Groups are responsible for adequately supervising group members in the pool.
- At least one CPR-trained supervisor must be present within the pool enclosure during use.
- The following supervision ratios apply:
  - 1 supervisor per 30 guests under the age of 18.
  - 1:1 supervision for less competent swimmers.
  - Children under 7 must be supervised by a parent or legal guardian.
- Supervisors must be over the age of 18 and hold a qualification consistent with the requirements of the group's organisational policies and/or insurance policy.
- The Group Coordinator is responsible for ensuring all supervisors are qualified and actively overseeing pool activities throughout the camp.

C. Compliance and Pool Closure

- These requirements do not supersede any water safety policies of the group's governing body. Camp groups should consult their organisational policies to ensure compliance.
- At its absolute discretion, camp management reserves the right to close the pool or cancel pool bookings.

9. Climb Zone Use

Cahoots Climb Zone includes the High Ropes Course, Low Ropes Course, Climbing Wall and other adventure activities. Participation in these activities is subject to the following conditions:

A. General Conditions
- Climbing and roped-based activities carry inherent risks.
- Use of the Climb Zone can only be under the supervision of camp staff.
- The Climb Zone is available for groups for a hire fee.
- Activities must be booked in advance with camp management by the Group Coordinator.

B. Participant Responsibility and Supervision
- Risk Awareness: Guests (and guardians of minors) must recognise the potential for injury when engaging in climbing activities.
- Physical and Skill Assessment: The Group Coordinator, supervising leader or parent/guardian is responsible for determining if a guest is physically fit and adequately skilled for Climb Zone activities.

C. Rules and Compliance
- The Group Coordinator must ensure all guests participating in the Climb Zone have read and understood the Climb Zone rules.
- At its absolute discretion, camp management reserves the right to terminate participation for guests who do not comply with safety requirements.

D. Health and Medical Considerations
- Physical Demands: Climbing is physically demanding. Guests must warrant that they have no medical condition that may impair their ability to participate safely.

- Pre-Existing Conditions and Injuries:
  - Guests must disclose any pre-existing or recent injuries before taking part in Climb Zone activities.
  - At its absolute discretion, camp management reserves the right to deny guest participation if there is a risk of re-injury.

- Medical Clearance:
  - Guests with medical conditions that may be affected by physical exertion are encouraged to consult a doctor before participating.
  - A medical certificate may be required for more strenuous activities.
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E. Acknowledgement of Risk
By engaging in Climb Zone activities, the Group Coordinator and each guest participating acknowledge:
- Climbing involves inherent risks, including but not limited to equipment failure, falling objects and human error.
- By participating, each guest accepts responsibility for these risks and understands that injuries may occur.

10. Property Damage
Damage to Cahoots Adventure Camp property is at the group's expense and will be added to the post-camp invoice.

11. Cleaning

- Catered Camps: Guests are to assist with cleaning the dining hall after each mealtime. The Group Co-ordinator will ensure supervision of this assistance.
- Self-Catered Camps: Guests are required to provide their own cleaning of the dining hall and kitchen after each mealtime. This includes kitchen appliances, crockery, cutlery, glassware, cooking equipment, benches and disposal of rubbish.
- Groups are responsible for ensuring all accommodation huts and outdoor activity areas are kept neat, tidy and free from litter.
- All groups are required to undertake basic check-out duties prior to departure.
- A cleaning fee will be charged on the post-camp invoice where the site has not been left in an acceptable standard (as deemed by management) or heavy soiling has occurred.

12. Excessive Noise

- Guests must ensure that noise levels remain reasonable and do not disrupt neighbouring properties.
- Amplified sound is permitted at the camp between 9.00am and 10.00pm.
- Approval must be sought from camp management prior to emitting amplified sound after 10.00pm.
- Amplified sound may not exceed standard emission levels as prescribed under the *WA Environmental Protection Act*.
- At its absolute discretion, camp management reserves the right to request volume reductions or cease amplified sound if it is deemed excessive.

13. Alcohol

- Cahoots Adventure Camp is an unlicensed venue and does not supply or sell alcohol to groups or guests.
- Groups wishing to supply or sell alcohol at the camp must gain camp management approval prior to the group's arrival and present evidence of the relevant liquor license.
- At its absolute discretion, camp management reserves to the right to ask guests presenting in a drunk or disorderly manner to leave the camp.

14. Smoking

- Cahoots Adventure Camp is a smoke-free venue.

15. Lost Property

- Personal property left at the camp will be held for 30 days, after which it will be donated to charity or disposed of.

16. First Aid

- First aid equipment is available for group use from the Activity Coordinator's Office.
- A defibrillator is also located in the Activity Coordinator's Office.
- Groups are responsible for providing first aid to their guests. Each group must have a designated First Aid Officer present at the camp.
- Camp management will provide first aid to guests undertaking activities facilitated by camp staff.

17. Music and Film

- Cahoots Adventure Camp has a blanket film license issued by Roadshow Entertainment. A list of production companies covered by this license is available on the Roadshow Entertainment website. Films not covered by this license may not be shown, and admission charges are not permitted.
- Cahoots Adventure Camp does not currently hold a license for congregational singing. As such, congregational singing is not permitted onsite unless a valid copyright license, applicable to third-party venues, is provided.

18. Special Offers

- All special offers must be requested when the initial booking is made.
- Special offers that have not been included in the pre-camp invoice cannot be applied once the camp has commenced.