

# Staughton Vale Outdoor Education Centre

## PRIVATE GROUP HIRE

515 Staughton Vale Road  
Staughton Vale Vic 3340

Name of Hire Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Booking Dates: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ TO \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Arrival Time: \_\_\_\_\_ AM/PM Departure Time: \_\_\_\_\_ AM/PM

### Type of Stay:

**Overnight Stay:** No of Adults: \_\_\_\_\_ No. of Children (years 4-12): \_\_\_\_\_

**Day Booking:**

Day stay: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ No. of adults \_\_\_\_\_ No. of children \_\_\_\_\_ (years 4-12)

Day stay: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ No. of adults \_\_\_\_\_ No. of children \_\_\_\_\_ (years 4-12)

## 2024 CHARGES

(revised 15/03/2024)

**Booking Fee:** \$50 non-refundable booking fee (must be paid to confirm your booking)

**Security Deposit:** \$200 (Refundable upon inspection, see Security Deposit Form)

**Day Booking:** \$200

**Rubbish Removal** \$40 per wheelie bin – Rubbish should be removed by guests. If left, we will arrange removal for you at a fee.

### Overnight Stays: Maximum of 40 people with minimum charge of \$250

**Off Peak per person** Adults: \$40.00 per night Children 4 - 12 years: \$20 per night

**\*Peak per person** Adults: \$43.00 per night Children 4 - 12 years: \$23 per night

(\*Peak Season: School Holidays, Public holidays, Long weekend, Easter, & Christmas \* Prices listed above subject to change)

## GUEST AGREEMENT

I, ..... (full name), agree to the SVOEC Hire Agreement (*overleaf*) and have attached two forms of ID as listed below.

.....(signature) ..... (date)

### ACCEPTED FORMS OF IDENTIFICATION – 2 forms required.

**ID FORM 1 -** A colour copy of one of the following photo identifications:

- Drivers Licence
- Passport
- Keypass
- Proof Of Age

**ID FORM 2 -** A copy of one of the following forms of identification:

- Working with children card
- Birth Certificate
- Medicare Card
- Health Care Card
- Vehicle Registration
- Utility Bill - (no less than 6 months old)
- Bank Statements
- Shire/water rates notice
- Naturalisation, citizenship or immigration papers issued by the Department of Home Affairs (DHA)

# SVOEC HIRE AGREEMENT

*We truly hope that your stay at Staughton Vale Outdoor Education Centre (SVOEC) is an enjoyable one. All we ask is that you be mindful of our neighbours, our camp, and the National Park environment.*

**AGREEMENT:** The payment of a booking fee and security deposit by the hirer constitutes an agreement to hire the use of the facilities from the campsite.

## PROPERTY

1. **National Park Rules apply.** Staughton Vale Outdoor Education Centre is a sanctuary for flora and fauna. *No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment.* Care and common sense should be taken when approaching Staughton Vale Outdoor Education Centre wildlife.
2. If guests require an 'Assistance Animal' at the camp, please advise when booking and provide a copy of documentation for the assistance animal.
3. **Campfires are NOT PERMITTED BETWEEN DECEMBER 24<sup>th</sup> AND MAY 1<sup>st</sup>.**
  - Between May and December fires are to be lit only in the campfire pit.
  - NO FIRES DURING DANGER PERIODS OR DAYS OF TOTAL FIRE BAN.
4. **Out of Bound Areas.** All surrounding properties and residences are 'out of bounds'. **Out of bound areas for unsupervised children:** kitchen, outside the boundary fence of the Centre, other camper's rooms, car parking area, area near septic unit, rear shed.

**PAYMENT:** Full payment is required prior to arrival at the campsite. If necessary, any additional expenses incurred (extra campers, breakages etc.) will be invoiced and payment is requested within 7 days.

**LIABILITY:** Staughton Vale Outdoor Education Centre (SVOEC campsite), its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities. The hirer is responsible for ensuring that they have appropriate public liability insurance for their group.

**MAXIMUM NUMBERS:** A maximum number of 40 guests are permitted on the camp, for minimal impact on the land and facilities.

**PRIOR TO STAY:** Please contact our Caretaker (Sharon) **the day prior** to your visit for Key location on 0448 881660.

**RUBBISH:** We'd appreciate any rubbish to be taken home with you. The camp does not receive council services and also self-funded. Leaving your rubbish behind will incur a fee for removal of \$40 per wheelie bin.

**SECURITY DEPOSIT FORM:** Please complete the security deposit form and leave it on the kitchen counter for the caretaker to cross-check. If the form is not available, the security deposit cannot be released.

## GUEST RESPONSIBILITIES:

1. All groups are responsible for keeping the camp tidy.
2. Care and common sense should be taken in all buildings.
3. Group leaders are asked to remind campers to respect each other, others' personal property and the environment.
4. All noise **should cease by 11.00pm. Please be mindful of neighboring properties.**
5. Food and drink may **only** be consumed in the dining room, BBQ shelter areas or out of doors.
6. Remove all rubbish (*as above*)

**TERMINATING THE OCCUPANCY:** SVOEC committee reserves the right to terminate the occupancy without notice for breach of the *SVOEC Hire Agreement*. SVOEC staff are empowered to take action as deemed necessary for the proper conduct of the camp.

**FIRST AID:** First aid is the responsibility of campers. Groups are expected to bring their own first aid kits, there is however a standard first aid kit and snake bite kit at the camp. If any items are used out of the SVOEC first aid kits, please list items on your Security Deposit Checklist so they can be replaced.

**CANCELLATION:** Groups cancelling with less than 90 days' notice to the campsite are liable for full payment of the minimum charge detailed above. In the event of a cancellation by SVOEC, the hirer shall be entitled to a full refund of all monies paid.

**UNDER-AGE SUPERVISION:** SVOEC will not be hired unless suitable adult supervision is present at all times during the hired period. Security and/or supervision is mandatory and needs to be planned and organised by the hirer. The hirer must disclose what planned supervision has been organised. If the Hirer cannot provide this information, hire of the facility can be refused. Hirers must be of legal adult age to sign the application for hire form. The person completing the application form and whose signature appears on the same is subject to these terms and conditions. \*The SVOEC committee reserves the right to refuse hire of the camp where age verification cannot be established.

**REFUSAL TO GRANT HIRE:** It shall be at the discretion of the SVOEC Committee to refuse to grant the hire of the camp in any case and notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees and deposit paid.

The SVOEC Committee or its representative shall have the power to cancel such permission and direct the return of the fees and deposits so paid. The hirer hereby agrees in such case to accept the same and shall be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence thereof.

***Any concerns during your stay – please contact the Caretaker, or Deb Barclay during business hours 03 5245 3501.***

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**For SVOEC Bookings and Enquiries:**

Coordinator: Deb Barclay 03 5245 3501  
Email: [svoec@nbc.vic.edu.au](mailto:svoec@nbc.vic.edu.au)  
Website: [staughtonvaleoec.weebly.com/](http://staughtonvaleoec.weebly.com/)



**Northern Bay P-12  
College**

