

Staughton Vale Outdoor Education Centre

Security Deposit Checklist

515 Staughton Vale Road
Staughton Vale Vic 3340

**** Please leave completed form on kitchen bench for our Caretaker ****

Hirer Name: _____

Date of Stay: _____

To enable the Staughton Vale Outdoor Education Centre Committee to keep costs at a minimum, and as per your hire agreement, all checkboxes below need to be confirmed for your security deposit to be returned.

Checklist	Hirer complete	Caretaker complete
1. Adhere to Hire Agreement	<input type="checkbox"/>	<input type="checkbox"/>
2. Garbage and recyclable materials have been removed	<input type="checkbox"/>	<input type="checkbox"/>
3. The campsite has been left in a clean and tidy condition	<input type="checkbox"/>	<input type="checkbox"/>
4. The Rec Hall and kitchen have been left in a clean and tidy condition	<input type="checkbox"/>	<input type="checkbox"/>
5. Microwave and Oven have been wiped clean inside and out	<input type="checkbox"/>	<input type="checkbox"/>
6. All floors are swept/mopped	<input type="checkbox"/>	<input type="checkbox"/>
7. The Bunk Rooms, Ensuites and External Toilets have been left in a clean and tidy condition and doors locked.	<input type="checkbox"/>	<input type="checkbox"/>
8. The BBQ area including BBQ has been left in a clean and tidy condition	<input type="checkbox"/>	<input type="checkbox"/>
9. TV and DVD player are in working order	<input type="checkbox"/>	<input type="checkbox"/>
10. Lights and appliances (eg heaters, kitchen urn) are turned off	<input type="checkbox"/>	<input type="checkbox"/>
11. All camp resources and amenities are accounted for	<input type="checkbox"/>	<input type="checkbox"/>
12. Were any first aid items used out of the camp kits. If yes, please list below	Y / N	<input type="checkbox"/>
13. Any breakages - If a breakage has occurred, please list:	Y / N	<input type="checkbox"/>
14. All doors and windows are locked, and key returned to security key locker	<input type="checkbox"/>	<input type="checkbox"/>
15. Caretaker will check the camp 30 minutes after your arranged departure time.		<input type="checkbox"/>

Bank Details for Return of Deposit

Account Name:

BSB:

Account No:

.....

.....

Signed by Hirer

Date



FEEDBACK IS A GIFT!

Please provide any feedback of your stay through this QR code >>



Office Use Only

.....
Caretaker approved

.....
Date

.....
SVOEC Coordinator approved

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Refund total

GENERAL CONDITIONS OF HIRE

CARETAKER: Sharon 0448 881660.

KEYS: Please contact the Caretaker **the day prior** to your visit for Key location.

DAILY DUTIES: All groups are responsible for keeping the camp tidy. Duty groups to help with this are advised. The camp caretaker will be cleaning the toilet block from 8.30 pm every evening.

PROPERTY

- a. **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.
- b. If guests require an assistance animal at the camp, please advise when booking and provide a copy of documentation for the assistance animal.
- c. **Campfires are NOT PERMITTED BETWEEN DECEMBER 24th AND MAY 1st.**
 - 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.
- d. **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.

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.

BEHAVIOUR: Care and common sense should be taken in all buildings. Group leaders are asked to remind campers to respect each other, others' personal property and the environment. All noise should cease by 11.00pm. Food and drink may **only** be consumed in the dining room, BBQ shelter areas or out of doors.

RUBBISH: We'd appreciate any rubbish to be taken home with you if possible.

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.

Any concerns during your stay – please contact the Caretaker, or during B/H Deb Barclay 03 5245 3501.

The staff at Staughton Vale Outdoor Education Centre take pride in presenting the facilities and grounds in an aesthetic, clean, safe and hygienic manner and we welcome your feedback for further improvement.

