



Hanmer Springs Forest Camp Group Reservations Form

HANMER SPRINGS
FOREST CAMP

Thank you for wanting to host a camp with us. Please fill in and return to us at reservations@hanmerforestcamp.co.nz, along with a deposit to secure your booking

<i>-- For office use only --</i>	
Deposit Received <input type="checkbox"/>	_____
Credit Note <input type="checkbox"/>	_____
Confirmation <input type="checkbox"/>	_____

Contact Details

Group Name:	<input type="text"/>	Address:	<input type="text"/>
Contact Name:	<input type="text"/>	Contact Email:	<input type="text"/>
Phone Number:	<input type="text"/>	Alternate No:	<input type="text"/>
Accounts Email:	<input type="text"/>		

Dates & Information

Arrival Date:	<input type="text"/>	Early Check-in \$80 <small>Allows you to arrive at 12pm</small>	<input type="checkbox"/>	ETA:	<input type="text"/>
Departure Date:	<input type="text"/>	Late Check-out \$80 <small>Allows you to use facilities until 12pm, please have all keys back to reception by 11am.</small>	<input type="checkbox"/>	Check in time is strictly 1pm – 8pm . If you have an Activity Hanmer booking, please arrive for 12:30pm.	
Number of Guests:				Check out time is strictly 11am .	
<u>Adults</u> 16yrs +	<input type="text"/>	<u>Children</u> 5 – 15yrs	<input type="text"/>	<u>Infants</u> 0 – 4yrs	<input type="text"/>
				<u>Day Guests</u> \$4 per person per day	<input type="text"/>
				ETD:	<input type="text"/>

Please confirm numbers attending three weeks prior to arrival date and submit rooming the list at least two weeks prior to arrival date.

Accommodation

Full Camp booking

Private use of all facilities
(175 beds/191 berths)

Abilities Lodge

Main Lodge
(28 beds/31 berths)

Matarki – Self-contained
(3 beds/5 berth)

Ngahere – Self-contained
(2 beds/3 berths)

Ensor Lodge

Mountain Beech
(36 beds/44 berths)

Larch
(23 beds/24 berths)

Sequoia
(38 beds/40 berths)

Forestry Huts

Twin Huts
(21 available)

Double huts
(3 available)

Unpowered Tent Sites

Number of sites required
(22 available)

Kitchens

Big Kitchen
(100 people)

Maling Kitchen
(45 people)

Reid
(40 people)

Small
(20 people)

Extras

Rec Hall
(\$80 per day)

Projector/sound system
(\$20 per day)

Bedding
(\$8 per set)

Towels
(\$2 per towel)

BBQ Hire
(\$8 per use)

Cleaning
(Refer to page 2 for details)

Other requests (please specify):

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Deposit

A deposit of \$400.00 (or 50% if total cost is less) IS REQUIRED TO SECURE A SCHOOL GROUP BOOKING

For full camp bookings please contact the Camp Managers re deposit amount. Please directly deposit to our bank account, our account details are as follows: BNZ 02-0816-0219021-000. Please put booking name and date of camp as a reference.

Would you like us to pass your details onto Rusty Carrot for catering? Yes No

Would you like us to pass your details onto Activity Hanmer for Camp Activities? Yes No

Cleaning Terms & Conditions

- You are required to leave all buildings used by your group clean and tidy. We ask you to vacuum cabins, kitchens and lounge areas vacuumed, floors mopped and all rubbish bags and recycling put out for collection. Bathrooms and self-contained units are not required to be cleaned.
- There is an extra \$4 per person fee for early check in (arrivals before 1pm) and a late check out (departures after 11am). Please arrange this with us before your stay
- A cleaning checklist will be provided on check in. Cleaning is to be carried out by 11am
- If cleaning is not carried out sufficiently or your group decides last minute that you would like to pay for cleaning, please see the on the day prices below.
- In the kitchens, all schools are responsible for bringing their own washing up liquid, washing sponges and tea towels. The kitchens are equipped with crockery, cutlery and various kitchen equipment and appliances.
- Rubbish is to be sorted into plastics, glass, food scraps and general rubbish. Separate bins are provided inside kitchens. Any unsorted rubbish is to be charged at \$6 per bag. Please ensure the kids don't litter across the site.
- Pillows are charged at \$10 for a replacement. Be sure to leave our pillows at the camp.
- If you would like to arrange cleaning so you have a hassle free departure, see pre-ordered cleaning prices below.

Pre-ordered cleaning prices

Abilities Lodge - \$150.00

Per Ensor Cabin Ensor or Forestry Huts - \$6.00

Big Kitchen - \$100.00

Reid/Maling/Small Kitchen - \$80.00

Rec Hall - \$50.00

On the Day Prices*

Abilities Lodge - \$250.00

Per Ensor Cabin or Forestry Huts - \$8.00

Big Kitchen - \$150.00

Reid/Maling/Small Kitchen - \$130.00

Rec Hall - \$80.00

**prices subject to change on management discretion*

CANCELLATION POLICY

- If a booking has been confirmed and then cancelled prior to the “cancellation notice time”, a **10% administration charge will still apply** unless an alternative date is arranged.
- Your **deposit will be forfeited** if the booking is cancelled during the “cancellation notice time”.
- **Any group cancellations within 5 working days will require full payment of booking.**

Cancellation Notice Time

NUMBER OF PEOPLE IN GROUP	CANCELLATION NOTICE
7-14	2 weeks
15-34	3 weeks
35-59	4 weeks
60+ or Abilities Lodge booking	3 months
Full Camp Bookings	4 months

Please confirm booking numbers at least three weeks prior to your camp dates as otherwise YOU WILL BE CHARGED FOR THE NUMBER OF PEOPLE ON THE BOOKING FORM EVEN IF LESS PEOPLE STAY AT THE CAMP.

**** Bookings are secured when the reservation form is received and the deposit is paid ****

Prices are subject to change.

CAMP POLICIES

- On arrival, we ask the group leader to please check in to the office. They will be required to sign, if not already done so, the agreement below stating they understand the terms and conditions of the camp.
- A Forest Camp staff member will then give the group a welcome talk about the camp and safety procedures prior to entry to their rooms.
- We ask groups to respect other campers and children be well supervised at all times. Quiet time is **10pm – 8am**.
- We ask you to respect our environment and make sure all lights are switched off when not in use, water is used wisely as we are on stream water and all waste is correctly recycled and food scraps are placed in correct bin with no plastic, tin foil or other non-food products. A waste disposal charge will otherwise be added to your bill.
- We are a no smoking establishment. There is a strict no smoking code throughout the camp. Please inform the smokers in your group that they must use the designated smoking area at the front of the camp. A charge of \$200 will be charged for anyone smoking in or around the buildings or campground.
- Sorry no pets, including dogs and cats, other than guide dogs.
- Please ensure that chewing gum or aerosol deodorants have been not bought to the camp. Aerosols can set off the fire/smoke alarms in rooms and cabins.
- Alcohol consumption is permitted in moderation. Intoxicated or noisy people or groups will be required to leave the camp. Please just be respectful of other guests onsite
- The camp office is open **8:30 am- 8:00 pm** daily. Only urgent requests between **8pm-8.30am** via our intercom system.
- Personal property is at the guests own liability and the camp are not liable for any damage or theft. Property left onsite will be kept safe for up to 60 days, and if unclaimed this will be donated to the camp or another local charity

We look forward to making your group’s camp a memorable experience!

Camp Management

I hereby agree that I and my group understand, will abide with and accept the camp policies and I agree to pay for any loss of income/damage caused by myself and/or my group’s actions or omissions towards the Hanmer Springs Forest Camp and its property and staff.

SIGNED:

DATE: