



Wombaroo Program Administration Pack One

In this pack you will find...

- School Program Booking Form**
This needs to be completed and sent back to Wombaroo to secure your booking.

- Security Bond Information**
This is a \$500 payment held against your booking to secure your dates.

If you have any questions, please don't hesitate to contact us at Wombaroo:

P: 02 4878 5393

E: wombaroo@oeg.nsw.edu.au

P: PO Box 1229, Bowral, NSW, 2576.

The Outdoor Education Group is a not-for-profit Educational Organisation

Patron: Her Excellency Ms Quentin Bryce AC
Governor-General of the Commonwealth of Australia

Wombaroo Adventure Centre
PO Box 1229
Bowral NSW 2576
Tel (02) 4878 5393

OEG NSW Base
Unit 11, 71-73 Berrima Road
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WOMBAROO ADVENTURE CENTRE

SCHOOL PROGRAM BOOKING FORM



be challenged
experience adventure
build community

SCHOOL DETAILS:

School Name: Year Group:

Contact Person:

Address:

Suburb: Postcode:

Phone: Email:

PROGRAM DETAILS:

Requested Dates: from to

arrival time: departure time:

Numbers: Teachers: Students:

Total:

Catering: first meal: last meal:

DISCLAIMER:

The applicant acknowledges that The Outdoor Education Group, its Management and Staff, will not be responsible for any loss or damage to any property, or injury to any person during any program or activity. Should any such claim be made by any person or body corporate associated with the applicant, then the applicant will indemnify The Outdoor Education Group, and the Management in respect of all such claims.

BOOKING TERMS (TICK EACH BOX):

- I agree to pay all charges for the use of the centre in accordance with the quotation(s) provided.
- I understand that all students and staff must complete a medical / consent form as provided by Wombaroo.
- I understand that, unless previously arranged, activity groups are limited to 16 students and must be accompanied by a Teacher or delegated adult.
- I have read and understood the detailed 'Booking Terms and Conditions' as provided to me with this booking form (see School Booking Form Page 2/2)
- I understand the cancellation policy that applies to all confirmed bookings.
- I understand the security bond is usually returned within 14 days of camp departure, less any charges for loss or damage.
- I understand the security bond is separate to any other payment and must not be deducted from any other payment for the retreat.
- I understand that final number for the program must be provided at least 2 weeks prior to the commencement date. A final invoice will be issued and cannot be adjusted for reduced attendance.

Name: Signature: Date:

OFFICE USE ONLY:

Bond Received on: EFT or Cheque (circle)

Group Contact sent:

Confirmation Letter Rooming List

Program Planning Package Final Quotation

Name: Signature: Date:

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR RECORDS

Return this form to PO Box 1229 Bowral, NSW 2576 or Email
'School Booking Form' Page 1 of 2 (Jan 2011) © Copyright The Outdoor Education Group



Booking Terms and Conditions

1. Making and confirming a booking: **A security bond of \$500 will be required together with a completed booking form to confirm your booking. Receipt of a completed booking form and bond forms a legally binding contract.**
2. Security Bond:
 - Is usually returned within 14 days of departure less costs for property loss or damage, extra cleaning, etc.
 - Does not form part of camp payment.
 - Can be rolled forward to secure a future booking.
3. **Progress Payment:** A progress payment of 25% of the anticipated program costs is due 10 weeks prior to the commencement of the program. An invoice will be issued based on the numbers indicated on the booking form.
4. **Final Numbers:** Final numbers must be notified to 2 weeks prior to the camp. This is the minimum number on which charges will be levied. If final numbers are not advised at this time then the number as shown on the booking form or as advised during discussions will be the minimum number invoiced for. An invoice will be issued at this time, less monies received for the progress payment.
5. **Full Payment:**

Final payment is due 2 weeks prior to camp. This amount is not less the security bond (already paid). Our preferred payment method is Electronic Funds Transfer; account details are shown on the invoice. A payment confirmation must be provided.

A 5% late fee may be charged for invoices that are not finalised by the due date
6. Cancellation Policy:
 - Security bond is automatically forfeited when any booking is cancelled.
 - 25% of camp fee is payable when bookings are cancelled within 26 weeks or program commencement date.
 - Full camp fee is payable when bookings are cancelled within 12 weeks of program commencement date.
7. **Program Planning:** Upon confirmation of booking via completed booking form and receipt of bond, a comprehensive program planning package will be forwarded to assist with preparations at the school.
8. **Bedding:** Full linen/sleeping bag and pillow to be provided by client.
9. **Loss / Damage:** Any loss / damage must be reported to the Centre Manager. Costs will be deducted from your security bond and/or charged to your account.
10. **Medical / Consent Forms:** All participants and staff must complete (in full and unedited) a consent, waiver and medical information form. These are included in the standard Outdoor Education Planning Booklet.
11. **Schools must provide a vehicle to be used during a program to transport students to non-emergency medical care or in the event that students need to be returned to school.**

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR RECORDS



Security Bond Information

A security bond of \$500 will be required together with a completed booking form to confirm your booking. Receipt of a completed booking form and bond forms a legally binding contract and will secure your dates.

Wombaroo Adventure Centre will arrange for The Outdoor Education Group finance team to send out an invoice for you for this amount. It will be addressed to the organising teacher unless arranged previously and will likely arrive at the school separate to this correspondence.

As a courtesy measure it would be appreciated if you could contact the team at Wombaroo and let them know when your bond has been paid (maybe at the same time as you return your completed booking form).

Further Questions?

If you have any other questions about Wombaroo or your program please don't hesitate to contact the team here as we are eager to assist in any way.

Regards,

A handwritten signature in black ink, appearing to be 'L. O'Brien'.

Centre Manager