

Kiah Ridge Christian Conference Centre, 25 Bargo River Rd., Tahmoor NSW 2573
CONDITIONS OF HIRE (as at 1-09-11)

BOOKINGS

A tentative booking may be made but must be confirmed in writing within 14 days. A deposit must accompany confirmation. Any booking not confirmed with a signed Booking Form and deposit (agreeing with our "Conditions of Hire") will be automatically cancelled.

CHILD PROTECTION

Kiah Ridge asks that all groups bringing children to the centre ensure that supervisory staff attending with the group has been screened according to 'Working with Children' legislation.

DEPOSITS

Catered: Pines Units \$200 per day; Pines **and** Cottages \$300 per day. Exclusive Site booking \$400 per day. Maximum deposit any booking \$800.

Self-Catered: First days tariff on houses/cottages booked.

SITE CAPACITY

Total Capacity: 134 Beds

Self-Catered: Maximum of 36

Catered: Maximum of 134

CANCELLATION POLICY

1. In the event of a cancellation, advice must be received in writing and will be acknowledged by Kiah Ridge.
2. A cancellation received more than four (4) months prior to the commencement date of the booking will receive a refund of their deposit less an administration charge of \$50.00.
3. A cancellation received less than four (4) months prior to the commencement date of the booking will incur a payment of fees equal to: -
Self-Catered - 1st day tariff on houses/cottages booked.
Catered - 75% of your estimated numbers booked, charged at the quoted Adult Rate.
4. Should the site be re-booked after the cancellation fee has been paid, Kiah Ridge will refund the value of the replacement booking up to the value of the cancelled booking less an administration fee of \$50.00.

MINIMUM and FINAL NUMBERS POLICY

1. Self Catered - No minimum number required as houses are let on a daily rate per house.
- The minimum charge for Cottages is based on the first 2 persons only.
Catered - You are required to pay for at least the minimum number of persons you have booked (listed on your booking form).
- Minimum numbers are based on 60% of the Accommodation you have requested and therefore been allocated.
- NOTE: if you wish to change your minimum numbers, you should do so at least 4 months prior to your booking.
2. Final Catering Numbers must be notified to the Manager 8 days prior to the arrival date. Once notified these numbers may, at the manager's discretion, be increased but cannot be reduced and will be charged for.
3. Special Dietary Requirement forms need to be filled out in order for anyone with dietary needs to be catered for. These forms are to be returned at least 8 days prior to your arrival date. (form available on our website under "Catering").

CONDITIONS OF USE

- **No pets** allowed
- **Smoking** is strictly prohibited in and around all buildings.
- **Flora and Fauna** must not be disturbed or damaged in any manner.
- **If any substance** (i.e. shaving cream, flour or similar) is used inappropriately in buildings or other improved areas, then your group will clean up to the satisfaction of the management or a minimum charge of \$100.00 will be made.
- **Alcohol, Non medical drugs, Fireworks and Gambling** are strictly forbidden on the property.
- **Room Allocation**- Except in the case of married couples and family groups, males and females must be allocated separate sleeping accommodation.
- **Groups** - Groups whose aims and objectives are opposed to the beliefs of the Baptist Churches of NSW & ACT may be refused use of the centre (to find out what we believe, please go to our website www.kiahridge.org.au). Kiah Ridge reserves the right to void any contract of hire should it become aware that a group whose aims and objectives are opposed to the beliefs of the Baptist Churches of NSW & ACT has hired the facilities.

PAYMENT

Payment is due at the time of use of the site. Only if previous arrangements have been made with the management can payment be made within 7 days. Accounts not paid within 5 working days after departing Kiah Ridge will incur an administration charge of 10% of the total account rendered.

GENERAL INFORMATION

Beds throughout the site are generally double bunks, though The Pines units have one double bed per room and each of the Self Contained cottages has one double bed each. Silky Oak & Acacia Houses do not have any double beds. Each bed is equipped with a pillow and two blankets. All bedding is to remain in the rooms and must not be taken outside or transferred to other rooms. In the interest of hygiene a sheet and pillowslip is required on every bed even if sleeping bags are used.

Noise should cease by 10.30pm and lights out by 11.30pm. Campers are asked to show consideration to staff on site.

Orderlies are required before and after each main meal to set and clear tables and tidy the dining room. At supper time guests are asked to rinse all cups and place on the trolley provided etc and tidy the dining room.

Cleaning is expected to be done by each group prior to departure or an additional cleaning fee paid. The buildings and grounds should be kept clean and tidy at all times. Before departure each group should ensure that the site is as it was on arrival. This includes cleaning of rooms and return of all furniture and equipment to its original position.

Breakages and Damage should be reported immediately and an appropriate charge will be made.

Programme should be emailed when final numbers advised, or handed to the manager on arrival so that the staff can work with you.

Visitors are welcome during your stay, however you should contact us to find out what the day visitor/overnight rates are at the time.

First Aid - All groups are expected to bring their own first aid kits (we have a limited emergency supply only), and have someone in the group as a designated First Aid Officer.

DISCIPLINE

The person booking the site will be responsible for the behaviour of the group. The management reserves the right to ask any person who disregards the rules of the site to leave the property. Any conduct inconsistent with The Baptist Churches of NSW & ACT's beliefs will be deemed unacceptable behavior and will void the contract of hire.