



HIRE AGREEMENT FORM



Organisation _____

Name of person in charge _____

Dates of Camp from ___/___/___ to ___/___/___ inclusive

Time of arrival _____

Site (tick): Headquarters Camp

Forest Camp

Privacy Act: Rowallan Recreation & Adventure Camp gives assurance that any personal information including medical details gathered by the campsite will remain confidential and will only be used for the purposes for which it was collected.

Agreement to campsite procedures declaration

(To be completed by the Person in Charge).

I, as the Person in Charge of this camp:

- have read the "Information & Rules for Campsite Users" booklet,
- have implemented the "Emergencies in brief" section contained therein,
- agree to abide by the Rules contained therein.

I also accept that it is my responsibility to:

- provide an adequate First Aid Kit and qualified First Aider,
- provide supervision of all participants,
- provide a safety briefing, as per item 3 of the Emergency book, to all participants upon arrival,
- become familiar with the Emergency procedures as stated in the "Emergency Management Plan" booklet,
- pay for the replacement or repair of any item damaged or broken by your group. Note: an administration fee is applicable,
- ensure the correct handling and safety of all food and to maintain and leave the amenities in a hygienic state.

Signature: _____ Print Name: _____ Date: _____

Office use only

ON ARRIVAL

- Receive *Camper Register*
- Sign Hire Agreement form
- Provide Camp Folder
- Show to facilities

ON DEPARTURE

- Facilities inspection
- Receive Camp Folder
- Receive Injuries Register
- Receive Illness & First Aid Register
- Receive Feedback form
- Informed of repair costs & admin fee
- Receive payment & issue receipt
- Fax Summary Sheet to RBO

Owned and Managed by the Moonee Valley District Scout Association.