*OUTDOOR School – 15 Mile Creek*

*692 Benalla Whitfield Road*

*Greta South 3675*

*Ph: 03 5766 6247*

**e:** outdoor.sch@edumail.vic.gov.au | **w:** www.outdoorschool.vic.edu.au

**OFFICIAL APPLICATION FORM – HIRE OF FACILITIES**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Organisation/Group: | | |  | | | | | | |
| Group Leader: | |  | | | | | | | |
| Position: | |  | | | | | | | |
| Address of Leader: | |  | | | | | | | |
|  | | | | | | | Postcode: |  | |
| Phone AH: |  | | | | Fax: |  | | | |
| Phone BH: |  | | | ABN: | |  | | | |
| Email: |  | | | | | | | | |
| Arrival Date: |  | | | Arrival Time (after 2pm): | | | | |  |
| Departure Date: |  | | | Departure Time (before 2pm): | | | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Facility Required (please tick):** | | | |  | Number of People = |  |
| Student Dormitories (46 people max) |  | Deposit - $100 |  |  | Total Cost: | $ |
| Flat (8 people max) |  | Deposit - $100 |  |  | Less Deposit: | $ |
| Recreation Shed |  | Deposit - $100 |  |  | Balance Owing: | $ |

**Accommodation Charges (per night, under 6 free of charge)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Non Education Groups** | **Adults** | **Children (6-18 y.o)** | **Minimum per night** |
| Student Dormitory | $33.00 per person | $22.00 per child | $495 (up to 15 people) |
| Flat | $33.00 per person | $22.00 per child | $165 (up to 5 people) |
| **Facilities Charge (ie. Recreation Shed) POA** | | | |

**CANCELLATIONS:**

The deposit is not refundable if less than 14 days’ notice of cancellation is given. In the event of a cancellation by Outdoor School, the hirer shall be entitled to a full refund of all monies paid.

**LIABILITY:**

Outdoor School, the State of Victoria and its agents and employees do not accept liability for loss of property or damage or personal injury arising from the use of the facilities however caused.

**PUBLIC LIABILITY INSURANCE:**

Incorporated Bodies or Associations must carry Public Liability Insurance cover for the duration of the booking. **Evidence of the cover will be necessary with the deposit and /or prior to occupation as required by clause 6.1 of the Licence Agreement.**

**SURROUNDING LAND ACCESS & USE RESTRICTIONS**

Currently private users cannot access the Trust for Nature Land adjacent to the school property without an Outdoor School staff member

being present. Groups hiring the 15 Mile Creek site are restricted to the 5 acres owned by the Department of Education immediately

adjacent to the buildings in the main site.

**AGREEMENT:**

I/We have read and accept the conditions of hire as detailed in the attached Licence Agreement and documents attached to it, and also agree to provide all members of the group with the safety briefing. I/we agree to exercise care in the use of Outdoor School and its facilities and will pay for any damage incurred during my/our stay, as required by the Licence Agreement. All information collected on this application form is protected by Outdoor School’s information privacy policy that can be viewed on the school’s website.

**Please return this form with the deposit and evidence of Public Liability cover if required.**

**Signature of Group Leader : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**