

# Welcome to Camp Banksia

## **The duties of the Responsible Adult are as follows:**

- 1.-To be in attendance at the camp while the group is present at the camp.
- 2.-To arrange for and inform the camp manager of a substituted responsible person if the original nominated person needs to be absent from the camp.
- 3.-To ensure that all members of the group comply with the camp rules and any directions from the camp manager.
- 4.-If group members are to be permitted to consume alcohol, to ensure that any alcohol consumed is done so in a responsible manner.
- 5.-To inform the camp manager immediately of any incident involving any members of the group staying at the camp.

### **6.-On arrival: (Please allow sufficient time for the following when planning your arrival)**

**(a)-To confirm with the camp manager the actual number of people attending the camp and the extent of catering and/or other activities (if any) that are being supplied.**

*Please Note:* Your invoice will be prepared based on these numbers and no adjustment will be allowed for persons arriving late, leaving early or missing meals.

**(b)-To supply a complete list of names of all persons who will be on the camp site at any time as part of the group booking together with an indication of any special needs or disabilities they may have,**

**(c)-To receive from the camp manager and take responsibility for the necessary keys for the group's needs**

**(d).-Arrange for the camp manager to brief the group on the facilities of the camp, their safe operation and the actions that are to be taken in the event of an emergency.**

*Please Note:* Camp guests should not access the camp beyond the Main Hall until this briefing has taken place.

**(e)-To confirm with the camp manager the departure time of the group.**

### **7.-On departure:**

**(a)-To confirm with the camp manager that the facilities are being left in an acceptable condition.**

**(b)-To return, or otherwise account for, all keys and equipment that have been lent to the group.**

(Please note that camp management reserves the right to charge a fee for any unreasonable amount of cleaning required as well as for discharged fire extinguishers, damaged or missing equipment or lost/unreturned keys.)