

# Highland Home Christian Camp

If you are the camp organiser, please read this page carefully.

## POLICIES & GENERAL RULES

### Policies

- 1) Groups must be properly supervised. The user agrees to comply with policies of HHCC as provided in writing and/or as displayed or given verbally at the site. The signer and/or contact person accepts the responsibility of communicating this information to those attending and will be responsible for the conduct of the group.
- 2) The group leader must make contact with HHCC office immediately upon arrival. Groups may not take up residence before the leader has "checked in".
- 3) **SLEEPING ARRANGEMENTS: ONLY campers 9 years and older are to be in top bunks. ALL RESTLESS SLEEPERS are to be on bottom bunks.**
- 4) Buildings, equipment, flora and fauna are to be respected by guests.
- 5) The property is to be left clean and tidy, as instructed by HHCC staff.
- 6) All damages and breakage's must be reported to HHCC staff. Payment for damages beyond normal wear and tear is the responsibility of the group which you agree to pay if requested and must be paid prior to departing camp.
- 7) The HHCC Manager has the right to ask a group member/s to leave the property at any time if their behavior is unacceptable to camp staff.
- 8) HHCC insurance does not cover the personal effects or equipment of group members.
- 9) Any campers property left at camp will be kept for 7 days and then disposed off at the camp Managers discretion

### General Rules

- 1) HHCC is a smoke free facility, no smoking in rooms. Designated area behind dining room.
- 2) Alcohol & drugs are not to be brought onto the property.
- 3) Clients firearms & dogs are not permitted on the property.
- 4) Noise is to be kept to a minimum at night. After 11.00pm groups may continue to socialise, but noise must be strictly minimised.
- 5) Do not tamper or play with fire fighting equipment. False alarms may incur a Fire Service fine of \$1000.00 + GST. HHCC policy is to recover this fee from the client group for each malicious alarm.
- 6) It is your responsibility to use the equipment we supply, plus any more that you bring with you with the safety of your group in mind.  
This is achieved by following safe practice when operating these activities.

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7) Please bring your own first-aid requirements and organise someone from your group to be responsible for administering first-aid and recording of any accidents. All accidents must be reported to HHCC staff.

8)The camp organiser undertakes that he/she and all persons under his/her control, supervision or authority will conduct themselves in an orderly manner and in accordance with camp rules and  
The camp organiser undertakes that all children at the camp will be properly supervised by their parents, teacher or guardian at all times.

9)The camp organiser undertakes that no flora or fauna (dead or alive) will be taken from Totara Reserve at any time.

10)The camp organiser undertakes that prior to vacating HHCC, he/she will insure that all buildings, equipment and facilities are left clean and tidy and restored to the same standard it was on arrival.  
Your bond/deposit is non-refundable nor transferable if you cancel or transfer your booking to another date.