



'By the side of the waters'

Operated by the Seventh-day Adventist Church
(South Australian Conference) Limited ABN 34 111 557 530

General Conditions for Hire

It is the responsibility of each group to ensure that campers understand and follow the rules and procedures of Ankara. Each group must have a competent leader in charge to liaise with Ankara staff. Ankara recommends a ratio of **one leader to ten campers** (1:10). The group leader is responsible for camper supervision and safety at all times. Ankara staff or their sub-contracted outdoor activity providers may instruct, lead, demonstrate or assist in an activity but the group leader is deemed to be responsible for overall group supervision and safety.

PROPERTY

- **Damage and loss** - all breakages and losses to Ankara property/equipment are to be reported to the Ankara management via the *Camper Report* form or personal notification - to be charged to the group. Ankara takes no responsibility for the loss or damage to personal property.
- **Parking** - all vehicle parking is strictly at owner's risk.
- **Alcohol, drug & smoke free environment** – Alcohol or drugs are not to be used on the property - all buildings are designated smoke-free zones.
- **Out of bounds areas** – Pump shed, workshop, residence and surrounding property are *out of bounds*.
- **The environment** - Ankara is a sanctuary for flora and fauna. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and commonsense should be taken when approaching animals and birds on the campsite. Garbage and recyclable materials are to be placed in designated bins.

EMERGENCY PROCEDURES

- **Procedures** - Emergency procedure notices are posted throughout Ankara and campers should make themselves familiar with the arrangements.
- **Fire fighting equipment** – Fire extinguishers, fire hose reels and smoke alarms are vital and are located around the site. These should not be tampered with or removed (a \$100 fee may apply).
- **Fires** - No fire or BBQ may be lit on the property in periods of fire danger without the consent of Ankara staff. Fire restriction notices and *Total Fire Ban* days must be strictly observed.
- **Emergency calls** - Ankara staff must be informed of any calls for emergency services and will make the business telephone available.

GROUP LEADERS - must ensure that:

- Campers under 18 years of age have appropriate *parent/guardian consent* to attend the camp
- Each camper has completed a *health/medical record* sheet
- Each camper receives the *Safety Briefing & General Conditions of Hire* – it is the responsibility of the group leader to inform all *Day Only* visiting members of the group
- The *Camper Report & Attendee List* is completed (or similar list provided) of all attendees - camping or day only
- *First Aid* is not provided by Ankara – provision of trained staff & *First Aid* equipment is the group leader's responsibility.
- An Ankara *Incident Report* form is filled out for all incidents or near misses.

General Conditions for Hire *Continued*

ARRIVAL /DEPARTURE - Campers must not enter the camp prior to the arranged time and not overstay the arranged departure time. Ankara staff will address the campers with a short fire safety briefing as soon as practicable after arrival - it is the responsibility of the group leader to assemble the campers at a mutually convenient time (for this briefing plus group leader's own briefing). If group dynamics do not permit this then it is the responsibility of the group leader to convey the fire safety briefing to the campers according to Ankara staff directions.

Areas of Ankara that are used are to be cleaned as directed by Ankara staff and inspected prior to departure. A cleaning fee may be charged for areas not cleaned satisfactory. All equipment is to be returned and losses and/or breakages recorded on the "Camper Report" form supplied by Ankara staff during your stay.

DAILY DUTIES - Ankara is to be maintained in a clean condition by the campers. **Groups are responsible for cleaning and maintaining all areas in a hygienic manner during their stay.**

SLEEPING ACCOMMODATION - For the health and safety of the hire group:

- Number of campers sleeping per room must not exceed the number of beds.
- Compliance regulations stipulate one mattress per bed for correct safety height.
- The leader must ensure the following do not use top bunks: campers under six years or those with a history of sleepwalking, falling or bed-wetting.

PAYPHONE – A public telephone is provided for camper use. It is located adjacent to the drink fridge in the dining room. Incoming and outgoing calls - **Payphone (08) 8570 8231**.

MINIMUM NUMBER OF 25 - A minimum number charge exists for the hire of the campsite. Please refer to the campsite *Fee Schedule* and *Application Form*.

BEHAVIOUR – No drugs or alcohol on premises. No smoking in buildings. Group leaders are asked to remind campers to respect each other, other's personal property, and the environment. Graffiti is an offence and will be charged for. Noise should diminish around 11.00 pm. Food and drink may be consumed only in the dining room, or out-of-doors. No food or drink is to be taken or stored in any of the accommodation rooms.

ACTIVITY PROGRAMS

- **Recreation/sports equipment** – Ankara provides some equipment for recreation and sports activities such as kayaking. It is the responsibility of the camp hirer to provide adequately trained, experienced or skilled leaders for activities undertaken. Ankara staff reserve the right to withdraw equipment or access activities should the camper group not provide suitably trained, qualified or experienced activity leaders, or should persons be found abusing equipment.
- **Supervision of activities** – Group leaders are responsible for the supervision and behavior of campers at activities, to and from the activity, and for campers waiting their turn. When Ankara staff or sub-contracted activity providers demonstrate, lead or instruct an activity they will take responsibility for the technical skills and related safety of campers. Ankara staff or sub-contracted activity providers will assume First Aid responsibilities while the group is undertaking specialized activities under their control. No specialized activities are to be undertaken without the prior approval of Ankara staff.

TERMINATING THE OCCUPANCY - Ankara reserves the right to terminate the occupancy without notice for breach of the *General Conditions for Hire*. Ankara staff is empowered to take action as may be deemed necessary for the proper conduct of the camp.

WATER RESTRICTIONS APPLY PERIODICALLY