



Booking Form/Licence to Occupy

834 Wright Road, RD4, Katikati
 E-mail info@aongateteoec.co.nz
www.aongateteoec.co.nz

Name of Group/Occupier			
Contact Name/ Group Leader			
Overall Purpose of Visit			
Estimated Numbers	Accommodation (not more than 92 total)	Day Visitors	
Adults			
Students/Children			
Pre-School Children			
please state the age of Students/Children			
Occupation to commence on:#	Date	Time (am/pm)	
Occupation to end on:#	Date	Time (am/pm)	
Please note that <u>arrival times</u> are after 1pm and <u>departure times</u> before 12pm unless alternate arrangements have been made with the manager. Departure Times on Sundays are flexible by arrangement.			
Contact phone number of School/Organisation			
Mobile phone number of Group Leader/Contact Person			
Please list your possible activities from our Activities Catalogue to give us an indication for instructor needs			
Postal address			
Email address of Group Leader			
Email address for Accounts			
Providing the above detail certifies that the terms and conditions shown hereunder are agreed to.			

office use only		
Booking Received	Booking Number	Deposit Received

Terms and Conditions of Occupancy of the Aongatete Outdoor Education Centre (A.O.E.C.)

1. Bookings, Payment & Cancellation:

- **Bookings** are not complete unless a **completed booking form** has been sent to info@aongateteoec.co.nz. Once we received your booking form, we will issue you with an invoice for a **\$200 Deposit**. Only once your deposit has been paid, your booking is confirmed. Your deposit will be refunded with your final invoice the day of your departure. **PLEASE NOTE:** There is a minimum charge of \$400 to hire the centre/lodge per day /night
- **Public Holiday Surcharge:** If your booking includes a Public Holiday, a \$150 Public Holiday Surcharge is applicable, if you arrive or depart on the Public Holiday or if you require any instructors for this day.
- We reserve the right to terminate any booking that does not comply with our H&S Policies and Terms & Conditions.
- **Cancellation:** Your Deposit is not refundable if a booking is cancelled less than 3 months of intended occupation. For Public holiday weekends and official NZ school holiday weekends this is 6 months. If cancellation is made less than 2 months of booked dates, our minimum night fee of \$400 per night booked is payable unless we can rebook those dates. If you have a repeat booking for every year or every second year, we require cancellation at least 6 months ahead of time.
- **Covid19 Cancellations:** If your booking can't proceed due to COVID19 **government restrictions and mandates**, we are happy to transfer your booking to another possible date or refund your deposit.
- **Payment** for occupation must be made by direct credit. An Invoice for your booking will be e-mailed to you after your stay and is payable within **14 days of Invoice**.
- **A late Payment fee of \$25** will be charged on all overdue accounts.

2. Health & Safety

- If COVID19 Community transmission is present, there will be an additional \$150 COVID Sanitation Fee per booking.
- Ensure you have read and will implement the Health & Safety procedures outlined in the **Hazard Register**. A copy of this document will be sent to you prior to your arrival and is also displayed at the Safety Station in the Lodge Kitchen. You will be asked to sign this document on your arrival.
- Ensure that pursuant to the Fire and Evacuation of Buildings Regulations 1992, the **Evacuation procedure for the A.O.E.C.** is operational during the occupation. You will be briefed of this procedure on your arrival. An Evacuation Procedure is posted in every building.
- Ensure you bring your own **First Aid Kit**.

3. Pre- Arrival

- Please organise a **pre-camp/event visit** well ahead of time. We are unable to allow pre-camp viewings and visits while the lodge is occupied.
- **A Pre-event orientation is compulsory for any bookings where alcohol is likely to be consumed.**
- If you wish to **book any AOEC activities** for your group or require an instructor for any of your activities, this has to be pre-booked with the manager at least **2 months ahead of time** to ensure instructor availability. (further information of AOEC activities and how to plan for your camp can be found on our website or is available on request)

4. Arrival

- Be sure that your **estimated time of arrival is known by the manager a couple of days before your arrival**.

- The gate to the lodge is an automated gate. You will receive a unique gate code the week before your arrival. This code is valid from you arrival until your departure. Everyone in your group who is arriving by vehicle needs to have this pin. Be sure to allow sufficient time on your arrival for a Health & Safety brief and orientation from the manager.

5. During your Stay

- No pets are be permitted.
- No open fires, brasseries or fire works are permitted on DOC land or on lodge grounds.
- No firearms will be permitted on the property.
- No smoking shall be permitted inside any buildings.
- If alcohol will be consumed during your stay, please note that we have a **Responsible Alcohol Consumption Policy**. If alcohol will be consumed during your stay, this will need to be declared to AOEC Management when making a booking.

6. Departure

- It's is the responsibility of the occupant to remove all their rubbish on departure.
- Buildings and grounds are to be left clean and tidy. The repayment of your deposit depends on this.
- You can book a Departure Clean. Special conditions apply. Please call our manager to find out more.

7. Damages and breakages

- All damages or breakages will need to be reported on the Occupancy Log/Feedback Form or to the manager and AOEC will reserve the right to pass on associated costs to the booking holder.
- The Occupier will indemnify the A.O.E.C against all loss or damage resulting from damage to property or injury to persons occurring on A.O.E.C property during occupancy. The occupier shall recompense the A.O.E.C. for all expenses incurred, in making good, any damage resulting from their occupancy.

Rates for Aongatete Outdoor Education Centre & Lodge

Rates are inclusive of GST OF 15%. Please note that rates may be subject to change

PLEASE NOTE: There is a minimum charge of \$400 to hire the centre/lodge per day /night

School, Youth and Adult Education Groups

School Students		Adult & Tertiary Students	
Night Stay	Day Stay	Night Stay	Day Stay
\$15	\$10	\$18	\$15

Environment & Nature Study Camps

If you include 2 or more modules from our Forest Discovery Program (please refer to our Activities Catalogue), you qualify for our Enviro Camp Subsidised Rates for activities as well as accomodation. Conditions apply. Please check the AOEC manager for further details.

Social Users

	Night Stay	Day Stay
Adults	\$30.00	\$15.00
Children (5-16)	\$15.00	\$8.00
Pre - Schoolers	\$5.00	\$2.50

Occupancy Times

All weekend booking are for a minimum of two nights and are restricted to a Friday afternoon check in and a Sunday afternoon checkout.

Activities

Unless special arrangements have been made with the Manager, occupancy times are as follows:		
	Arrival	Departure
Weekday Groups	Mondays only - 8.30am Tuesday, Wednesday, Thursday - 1pm Fridays - 3pm	Tuesday, Wednesday, Thursday - 12pm Friday 2pm

Please ask for our **Activities Catalogue** and ask for our package deals for our custom designed camps to meet your specific camp objectives.

Departure Cleaning Service

If you wish to book a departure cleaning service, please inquire about rates and conditions.