



HANMER SPRINGS
FOREST CAMP

Hanmer Springs Forest Camp School Reservations Form

Thank you for wanting to host a camp with us. Please fill in and return to us at reservations@hanmerforestcamp.co.nz, along with a deposit to secure your booking

--- For office use only ---

Dep Inv Sent / SS Updated ☐ _____

Deposit Received ☐ _____

Credit Note ☐ _____

Confirmation ☐ _____

Contact Details

Group Name:

Address:

Contact Name:

Contact Email:

Phone Number:

Alternate No:

Accounts Email:

Reason for
booking

Dates & Information

Arrival Date:

Early Check-in \$100

Allows you to be on-site before 11:30am
No Guarantee of access to rooms.

ETA:

Departure Date:

Late Check-out \$100

Allows you to use facilities between
12:30pm – 1:30pm,
please have all keys back to reception by
10am.

Check in time is 11:30am – 5pm

Number of Guests:

Adults
16yrs +

Children
5 – 15yrs

Infants
0 – 4yrs

Day Guests
\$10 per person per
day

ETD:

Check out time is 10 am

Please confirm numbers attending three weeks prior to arrival date and submit rooming the list at least two weeks prior to arrival date.

Accommodation

Full Camp booking

Private use of all facilities
(175 beds/191 berths)

Abilities Lodge

Main Lodge
(28 beds/31 berths)
Minimum charge applies

Matarki – Self-contained
(3 beds/5 berth)

Ngahere – Self-contained
(2 beds/3 berths)

Ensor Lodge

Mountain Beech
(36 beds/44 berths)

Larch
(23 beds/24 berths)

Sequoia
(38 beds/40 berths)

Forestry Huts

Twin Huts
(21 available)

Double huts
(3 available)

Cleaning

(Refer to page 2 for
Details)

Bedding Hire

Single/Double Bed
Packs (\$11 per set)

Towels
(\$3 per towel)

Rec Hall

Day Use
(\$70)

Projector / Sound
(\$25 per day)

Kitchens

Big Kitchen
(100 people)

Maling Kitchen
(45 people)

Reid
(40 people)

Small
(20 people)

BBQ Hire
(\$10 per use)

Tea Towels &
Wash up Liquid
(\$.75/\$4 per bottle)

Unpowered Tent Sites

Number of sites required
(22 available)

Other requests (please specify):

.....
.....
.....
.....

Deposit

A deposit of \$300.00 (or 50% if total cost is less) IS REQUIRED TO SECURE A GROUP BOOKING.

For full camp bookings please contact the Camp Managers re deposit amount. Please directly deposit to our bank account, our account details are as follows: BNZ 02-0816-0219021-000. Please put booking name and date of camp as a reference.

Would you like us to pass your details onto FourSquare for catering? Yes ☐ No ☐

Would you like us to pass your details onto Activity Hanmer for Camp Activities? Yes ☐ No ☐

Activity Hanmer

Do you have an activity starting at 12:30 pm on the day of your arrival? Yes ☐ No ☐

If your first activity starts at 12:30pm, please arrive 45 minutes to 1 hour prior to your activity. Please allow 5-10 minutes at reception for a briefing before keys are handed out. Your rooms are not guaranteed to be ready for your arrival.

Do you have an activity finishing at 11:30am on the day of your departure? Yes ☐ No ☐

*If you have an activity organised for the day of your departure, please have keys back to reception at strictly **10am** to allow time for our staff to check your cleaning and ensure all keys are handed back. You may not have access to your rooms and kitchens after 10am, if there is another school arriving into these facilities after you. You can still stay onsite to have lunch.*

Cleaning Terms & Conditions

- You are required to leave all buildings used by your group clean and tidy, taking all belongings with you.
- Please notify us about any spillage, soils, and damage to the camp rooms before your departure. If any damage occurs, you will be charged accordingly.
- Our staff will do a cleaning check on your rooms before you depart. Please notify us **30 minutes before your school departs** so that we can check all rooms, kitchens and lounge rooms. This allows time to rectify any cleaning.
- Bathrooms will be cleaned by staff daily. You are not required to clean the bathrooms you use.
- A cleaning checklist will be provided on check in. Cleaning is to be carried out by 10am
- If cleaning is not carried out to a satisfactory level or your group decides last minute that you would like to pay for cleaning, please see the on the day prices below.
- In the kitchens, all schools are responsible for bringing their own washing up liquid, washing sponges and tea towels. The kitchens are equipped with crockery, cutlery and various kitchen equipment and appliances.**
- Rubbish is to be sorted into plastics, glass, food scraps and general rubbish. Separate bins are provided inside/near the kitchens. Please set time aside to do a litter pick with students on the departing day.
- Pillows are charged at \$20 for a replacement. Be sure to leave our pillows at the camp. Our brown covers on the pillows are extra protectors; please bring your own pillowcase with you for your use.

Cleaning Expectations

Rooms:

- Brush off all mattress protectors from dirt, grass and hairs.
- Place 1x pillow per single bed and 2x pillows per double bed, either standing upright or laying on the bed.
- Bunk Rooms – Please place all mattresses on their side, with the protector facing out (White is right). Please lift up and vacuum the bottom bunk bases.
- Collect all rubbish, checking under and behind the mattresses.
- Vacuum the bunks and under beds where space allows.
- Vacuum the floors.
- Please turn off heaters and lights.
- Close and lock the door behind you.
- Please notify staff the rooms are ready to be checked.

Kitchen & Lounge Areas:

- Please wipe down all surfaces with disinfectant, check for any rubbish in the couches.
- Clean Microwaves and Ovens, inside and out.
- Wash, Dry and Put away dishes.
- Empty, and then wipe down fridges.
- Put all Rubbish / Recycling outside for collection. **ALL CARDBOARD MUST BE TAKEN OFF SITE; FAILURE TO DO SO WILL RESULT IN THE CHARGE TO RECYCLE.**
- Vacuum lounge and Kitchen areas.
- Please notify staff to carry out a cleaning check before you mop the kitchen floor.
- Please turn off all lights before closing and locking all doors.

Do you agree to our cleaning terms and conditions, and accept that failure to meet the above points after an opportunity to rectify will result in on the day prices being charged to your final invoice.

☐

SIGNATURE: _____

DATE: _____

Pre-ordered cleaning prices

Abilities Lodge - \$200.00
Per Ensor Cabin Ensor or Forestry Huts - \$8.00
Big Kitchen - \$130.00
Reid/ Maling /Small Kitchen - \$105.00
Rec Hall - \$65.00

prices subject to change on management discretion.

On the Day Prices*

Abilities Lodge - \$325.00
Per Ensor Cabin or Forestry Huts - \$10.00
Big Kitchen - \$200.00
Reid/ Maling /Small Kitchen - \$170.00
Rec Hall - \$105.0

CAMP POLICIES

- On arrival, we ask the group leader to please check in to the office. We will **not** hand out any keys to anyone except the group leader, unless notified prior to arrival. They will be required to sign, if not already done so, the agreement below stating they understand the terms and conditions of the camp.
- Please allow a 5-10 minute briefing at reception before checking into your rooms.
- We ask groups to respect other guests. Children need to be well supervised at **all** times. Quiet time is **9pm – 7am**.
- Please make sure all lights are switched off when not in use, use water sparingly as we draw our water from an on-site stream. Please ensure all waste is correctly recycled and food scraps are placed in correct bin with no plastic, tin foil or other non-food products. A waste disposal charge will otherwise be added to your bill.
- We are a no smoking establishment. There is a strict no smoking code throughout the camp. Please inform the smokers in your group that they must use the designated smoking area at the front of the camp. **A charge of \$200 will be charged for anyone smoking in or around the buildings or campground.**
- Dogs are only allowed on campsites at a fee of \$4 per dog per night. No pets, including dogs and cats, other than guide dogs are permitted in any of our accommodation.
- Please ensure that chewing gum or aerosol deodorants have been not bought to the camp. Aerosols can set off the fire/smoke alarms in rooms and cabins.
- **Alcohol consumption** is permitted in moderation. Intoxicated or noisy people or groups will be required to leave the camp immediately and can face **up to a \$1000 fine**. Please be respectful of other guests onsite
- The camp office is open **8:30 am – 5pm** Sunday – Thursday, **8:30 am – 6:30pm** Fridays & Saturdays. Please only urgent requests between **5pm / 6.30pm - 8.30am** via our intercom system. . A wifi code is not an emergency! If our staff members are called out for anything other than an urgent request or emergency, you will face a call out fee of \$50 per call out.
- Personal property is at the guests own liability and the camp are not liable for any damage or theft. Property left onsite will be kept safe for up to 60 days, and if unclaimed this will be donated to the camp or another local charity

Camp Management

☐ I hereby agree that I and my group understand, will abide with and accept the camp policies and I agree to pay for any loss of income/damage caused by myself and/or my group's actions or omissions towards the Hanmer Springs Forest Camp and its property and staff.

SIGNATURE:

DATE:



CANCELLATION POLICY

- **Any cancellations will result in your deposit being forfeited. No exceptions.**
- Rescheduling your booking will result in an **additional \$100 administration fee**. Bookings can only be rescheduled within 12 months of the arrival date.

Groups 10-20

- **More than 60 days** before your arrival date: **Deposit forfeited.**
- **31 to 59 days** before your arrival date: will require a payment of **50%** of the total booking cost.
- **15 to 30 days** before your arrival date: will require a payment of **75%** of the total booking cost.
- **14 days or less** before your arrival date: will require **full** payment of the total booking cost.

Groups 20+

- **More than 90 days** before your arrival date: **Deposit forfeited.**
- **60 to 89 days** before your arrival date: will require a payment of **25%** of the total booking cost.
- **30 to 59 days** before your arrival date: will require a payment of **50%** of the total booking cost.
- **15 to 29 days** before your arrival date: will require a payment of **75%** of the total booking cost.
- **14 days or less** before your arrival date: will require **full** payment of the total booking cost.

Abilities Lodge Booking

- **More than 120 days** before your arrival date: **Deposit forfeited.**
- **90 to 119 days** before your arrival date: will require a payment of **25%** of the total booking cost.
- **60 to 89 days** before your arrival date: will require a payment of **50%** of the total booking cost.
- **30 to 59 days** before your arrival date: will require a payment of **75%** of the total booking cost.
- **Less than 30 days** before your arrival date: will require **full** payment of the total booking cost.

Whole Camp Booking

- **More than 120 days** before your arrival date: **Deposit forfeited.**
- **90 to 120 days** before your arrival date: will require a payment of **50%** of the total booking cost.
- **60 to 89 days** before your arrival date: will require a payment of **75%** of the total booking cost.
- **Less than 60 days** before your arrival date: will require **full** payment of the total booking cost.

Please touch base with us three weeks prior to your arrival to update us of any changes to your numbers.

We require your final numbers and rooming list at the latest the day before your arrival.

** Bookings are secured when the reservation form is received and the deposit is paid **

Prices are subject to change.

We look forward to making your group's camp a memorable experience!

