



Hanmer Springs Forest Camp Trust

WEDDING RESERVATION FORM

Please fill in and return with a deposit

--- For office use only ---	
Deposit Received	<input type="checkbox"/> _____
Credit Note	<input type="checkbox"/> _____
Confirmation	<input type="checkbox"/> _____

Contact Details:

Group Name: Contact Name:

Are you a not for profit organization: If yes, state purpose:

Address:

Phone: (H) (M) (W)

Email

Arrival Date:

ETA:

Please arrive after 2p.m.

Departure Date:

Early Check-in (\$4/pp)

Early check in will allow you to arrive at 12 pm

Late Check-out (\$4/pp)

Late check-out will allow use of facilities to 1 pm

Number of people: Adults Children (5-15): Infants (0-4) Day Visitors

(Please confirm numbers attending three weeks prior to arrival date and also submit a rooming list at least one week prior to arrival date)

Accommodation Requirements:

Whole Camp Booking

Abilities Lodge:
(28 beds/32 berths)

Self-contained units - Matariki:
(3 beds/5 berths)

Ngahere:
(2 beds/3 berths)

Ensor Lodge – Entire block

Mountain Beech:
(36 beds/44 berths)

Larch:
(23 beds/24 berths)

Sequoia:
(38 beds/40 berths)

Disability Toilets/Shower Required:(\$15/n for able-bodied)

Forestry Huts (24 available): Number of double huts (2 available)

Number of twin huts (22 available)

Tent sites: Number of sites:
(20 large sites available)

*Preferred Kitchen:
(subject to availability)

Conference/Recreation Hall:

Projector

Sound System

No. of trestle tables

Cleaning required:

****Ask for a quote. Please note: full camp bookings include cleaning****

Extras: Bedding (\$8/set)

Bath/Pool Towels (\$2 ea)

Big Kitchen Sterilizer (\$15/day)

Wifi available from \$2 for 24 hrs (see reception to purchase)

BBQ (\$8/meal)

Other requests for hire:

Deposit: ** A DEPOSIT of \$1,000.00 or 50% of total cost is less) IS REQUIRED TO SECURE YOUR BOOKING, PLUS CREDIT CARD DETAILS.

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 02-0816-0219021-00** (put booking name and date of camp as a reference)

AMOUNT _____ DIRECT DEPOSIT CHEQUE EFTPOS CREDIT CARD: Visa MasterCard

Name on Card: _____ Card Number: _____ Please ring with details Exp. Date: _____

Can we pass your details onto Rusty Carrot for catering? Yes No

Can we pass your details onto Hanmer Springs Animal Park? Yes No

Can we pass your details onto Activity Hanmer for Camp Activities? Yes No

CANCELLATION POLICY

- If a booking has been confirmed and then cancelled prior to the “cancellation notice time”, a **10% administration charge will still apply** unless an alternative date is arranged.
- Your **deposit will be forfeited** if the booking is cancelled during the “cancellation notice time”.
- **Any group cancellations within 5 working days will require full payment of booking.**

Cancellation Notice Time

NUMBER OF PEOPLE IN GROUP	CANCELLATION NOTICE
7-14	2 weeks
15-34	3 weeks
35-59	4 weeks
60+ or Abilities Lodge booking	3 months
Full Camp Bookings	4 months

Please confirm booking numbers at least three weeks prior to your camp dates as otherwise YOU WILL BE CHARGED FOR THE NUMBER OF PEOPLE ON THE BOOKING FORM EVEN IF LESS PEOPLE STAY AT THE CAMP.

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

Prices are subject to change.

CAMP POLICIES

- **On arrival, we ask the group leader to please check in to the office. They will be required to sign the agreement below stating they understand the terms and conditions of the camp. Ask about our whole Camp booking exceptions to meet your needs!**
- A Forest Camp staff member will then give the group a welcome talk about the camp and safety procedures prior to entry to their rooms.
- We ask groups to respect other campers and children be well supervised at all times. Quiet time is 10pm – 8am.
- We ask you to respect our environment and make sure **all lights are switched off** when not in use, **water is used wisely** as we are on stream water and 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.
- Sorry no pets, including cats, other than guide dogs.
- Groups using the camp are required to leave all buildings used by your group clean and tidy. We ask you to vacuum cabins, leave kitchen and lounge areas vacuumed, floors mopped and all rubbish bags and recycling put out for collection. Please refer to cleaning guide for further instructions. **A cleaning charge will otherwise be added to your bill or you can choose to pay a cleaning charge to take the hassle out of cleaning or if full camp booking this is included.**
- Alcohol consumption is permitted in moderation. Intoxicated or noisy people or groups will be required to leave the camp immediately.
- The camp office is open **8:30 am- 8:00 pm** daily. Only urgent requests between **9pm-8.30am**

We look forward to making your wedding a memorable experience!

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.

SIGNED:

DATE: