HANMER SPRINGS FOREST CAMP

School Reservations Form

Thank you for choosing to host your school camp with us. Please complete and return this form to **reservations@hanmerforestcamp.co.nz**, along with your deposit to secure your booking.

03 315 7202 · reservations@hanmerforestcamp.co.nz · hanmerforestcamp.co.nz

FOR OFFICE USE ONLY

☐ Dep Inv Sent / SS Updated ☐ Deposit Received ☐ Credit Note ☐ Confirmation

Notes

Contact Details

School Name

Address

Contact Name

Contact Email

Phone Number

Alternate Number

Accounts Email

Reason for Booking

Dates & Information

Arrival Date

ETA

(Check-in time is between 11:30am–5pm)

☐ **Early Check-in (+$100)** — allows arrival before 11:30am

Departure Date

ETD

(Check-out time is 10am)

☐ **Late Check-out (+$100)** — all keys back to reception by 10am. Guests must depart by 1:30pm. This is for communal facilities use only.

Number of Guests

Adults (16+)	Children (5–15yrs)	Infants (0–4yrs)	Day Guests ($10pp/day)

Check-in: 11:30am–5pm. Check-out: 10am at the latest, unless an early arrival or late departure has been arranged.

Please confirm numbers and complete the rooming list 3 weeks prior to your arrival date. Amendments can be made up to 48 hours before arrival. Please let the camp know as soon as possible to make changes.

Accommodation

Lodges, Huts & Sites (tick to select)

- ☐ **Full Camp booking** — private use of all facilities (175 beds/191 berths)
- ☐ **Abilities Lodge** (28 beds/31 berths) — minimum charge applies
- ☐ **Matariki** — self-contained (3 beds/5 berths)
- ☐ **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

- ☐ **Forestry Huts** — Twin (21 available) ____
- ☐ **Forestry Huts** — Double (3 available) ____

Kitchens, Extras & Hire

- ☐ **Big Kitchen** (100 people)
- ☐ **Maling Kitchen** (45 people)
- ☐ **Reid Kitchen** (40 people)
- ☐ **Small Kitchen** (20 people)
- ☐ **Cleaning** (refer to Cleaning Terms & Conditions)
- ☐ **Bedding Hire** — Single/Double bed packs, Towels
  - Single — Number required ____
  - Double — Number required ____
- ☐ **Rec Hall** — Day use ($105)
- ☐ Projector/Sound ($25/day)
- ☐ **BBQ Hire** ($10 per use)
- ☐ **Tea Towels & Wash-up Liquid** ($0.75 / $4 per bottle)
- ☐ **Unpowered Tent Sites** (22 available)
  - Number required ____

Other requests (please specify)

Deposit & Payment

A deposit of $300.00 (or 50% of the total cost if less) is required to secure your school booking. For full camp bookings, please contact the Camp Managers regarding the deposit amount.

Please wait for a booking confirmation before paying your deposit. We will send out an invoice for you to pay.

Please use your school booking name and camp date as the reference when making your deposit.

Schools are invoiced for the balance of their booking. Unlike our standard group bookings, schools are not required to hold a credit or debit card on file. We reserve the right to invoice for any additional costs — including damage, additional cleaning, or breaches of the camp policies set out below — after your stay.

Catering & Activities

Would you like us to pass your details on to **Four Square** for catering?	☐ Yes	☐ No
Would you like us to pass your details on to **Rusty Carrot** for catering?	☐ Yes	☐ No
Would you like us to pass your details on to **Activity Hanmer** for camp activities?	☐ Yes	☐ No
Do you have an activity starting at **12:30pm** on the day of your arrival?	☐ Yes	☐ No
Do you have an activity finishing at **11:30am** on the day of your departure?	☐ Yes	☐ No

Activity Hanmer — timing notes

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

If you have an activity on your departure day, please have keys back to reception by strictly 10am so staff can check your cleaning and collect keys. You may not have access to rooms and kitchens after 10am if another school is arriving into those facilities. You are welcome to stay onsite for lunch.

Cleaning Terms & Conditions

- Our staff will do a cleaning check on your rooms before you depart. Please notify us 30 minutes before your school departs so we can check all rooms, kitchens and lounge rooms, allowing time to rectify any cleaning.
- You are required to leave all buildings used by your group clean and tidy, taking all belongings with you.
- Please notify us of any spillage, soiling, or damage to camp rooms before your departure. If any damage occurs, you will be charged accordingly.
- Bathrooms are 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 completed 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, the on-the-day prices below will apply.
- In the kitchens, all schools are responsible for bringing their own washing-up liquid, sponges and tea towels. Kitchens are equipped with crockery, cutlery and various kitchen equipment.
- Rubbish is to be sorted into plastics, glass, food scraps and general rubbish. Separate bins are provided inside/near the kitchens. Cardboard must be removed off site. Please set aside time for a litter pick with students on departure day.
- Pillows that need replacing are charged at $20 each. Please leave our pillows at the camp. Our covers are extra protectors — please bring your own pillowcase 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, standing upright or laid on the bed.
- Bunk rooms — place all mattresses on their side, protectors facing out (white is right). Lift and vacuum the bottom bunk bases.
- Collect all rubbish, checking under and behind mattresses.
- Vacuum the bunks and under beds where space allows and vacuum the floors.
- Turn off heaters and lights, and close and lock the door behind you.
- Please notify staff that the rooms are ready to be checked.

Kitchen & Lounge Areas

- Wipe down all surfaces with disinfectant and check the couches for rubbish.
- Clean microwaves and ovens, inside and out.
- Wash, dry and put away dishes; empty and wipe down fridges.
- Put all rubbish/recycling outside for collection. All cardboard must be taken off site — failure to do so will result in a charge.
- Vacuum lounge and kitchen areas.
- Notify staff to carry out a cleaning check before you mop the kitchen floor.
- Turn off all lights before closing and locking all doors.

I agree to the cleaning terms and conditions and accept that failure to meet the above (after an opportunity to rectify) will result in on-the-day prices being charged to the final invoice.

Signature

Date

Cleaning Prices

Area	Pre-Ordered	Pre-order?		On the Day*
Abilities Lodge	$200.00	☐ Yes	☐ No	$325.00
Per Ensor Cabin or Forestry Hut	$8.00	☐ Yes	☐ No	$10.00
Big Kitchen	$130.00	☐ Yes	☐ No	$200.00
Reid / Maling / Small Kitchen	$105.00	☐ Yes	☐ No	$170.00
Rec Hall	$65.00	☐ Yes	☐ No	$105.00

**Prices subject to change at management's discretion.*

Camp Policies

- On arrival, please ask the group leader to check in at the office. We will not hand out keys to anyone except the group leader, unless notified prior to arrival. The group leader will be required to sign the agreement confirming they understand the camp's terms and conditions.
- Please allow a 5–10 minute briefing at reception before checking into your rooms.
- We are a family-oriented / kids' school camp. Please respect other guests. Children must be well supervised at all times. Quiet time is 9pm – 7am.

- Please switch off all lights when not in use. Ensure all waste is correctly recycled, and food scraps are placed in the correct bin with no plastic, tin foil or other non-food products — a waste disposal charge may otherwise be added to your bill.
- We are a no-smoking and no-vaping establishment. Smokers must use the designated smoking area at the front of the camp. A charge of $200 applies for anyone smoking or vaping in or around the buildings or campground.
- Please ensure chewing gum and aerosol deodorants are not brought to 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 camp immediately and can face a fine of up to $1000. Please be respectful of other guests on site.
- The camp office is open 8:30am–5pm Sunday–Thursday, and 8:30am–6:30pm Friday–Saturday. Outside these hours, please contact us via the intercom for urgent requests only — a wifi code is not an emergency! A call-out fee of $50 applies if staff are called out for anything other than an urgent request or emergency.
- Personal property is at the guest's own liability; the camp is not liable for any damage or theft. Property left on site will be kept safe for up to 60 days, after which unclaimed items will be donated to the camp or a local charity.

Dogs

- Dogs are only permitted on campsites, in tents or campers. Dogs are not permitted in any of the accommodations or communal areas (kitchens, toilets, etc.). Dogs must always be on a leash.
- Excessive barking or aggressive behaviour may result in being asked to leave. Please pick up after your dog. If evidence of dogs being kept in prohibited areas is apparent, you may be fined $200.00 for cleaning and asked to leave. Exceptions can be made for service dogs, provided certification is supplied prior to arrival.

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

Signed

Date

Cancellation Policy

- Any cancellation will result in your deposit being forfeited. No exceptions.
- Rescheduling your booking will incur an additional $100 administration fee. Bookings can only be rescheduled once and must be within 12 months of the original arrival date.
- Cancellations due to flight disruption, road closures, or weather events are treated the same as any other cancellation and fall under our standard cancellation policy. We strongly recommend all guests take out travel insurance, as we cannot offer refunds or exceptions for events outside our control.

Groups of 10–20 Persons

- More than 60 days before arrival: deposit forfeited.
- 31–59 days before arrival: cancellation fee of 50% of total booking cost.
- 15–30 days before arrival: cancellation fee of 75% of total booking cost.
- 14 days or less before arrival: cancellation fee of 100% of total booking cost.

Groups of 20+ Persons

- More than 90 days before arrival: deposit forfeited.
- 60–89 days before arrival: cancellation fee of 25% of total booking cost.
- 30–59 days before arrival: cancellation fee of 50% of total booking cost.
- 15–29 days before arrival: cancellation fee of 75% of total booking cost.
- 14 days or less before arrival: cancellation fee of 100% of total booking cost.

Abilities Lodge Booking

- More than 120 days before arrival: deposit forfeited.
- 90–119 days before arrival: cancellation fee of 25% of total booking cost.
- 60–89 days before arrival: cancellation fee of 50% of total booking cost.
- 30–59 days before arrival: cancellation fee of 75% of total booking cost.
- Less than 30 days before arrival: cancellation fee of 100% of total booking cost.

Whole Camp Booking

- More than 120 days before arrival: deposit forfeited.
- 90–120 days before arrival: cancellation fee of 50% of total booking cost.
- 60–89 days before arrival: cancellation fee of 75% of total booking cost.
- Less than 60 days before arrival: full payment of total booking cost.

Please confirm numbers and complete the rooming list 3 weeks prior to your arrival date. Amendments can be made up to 48 hours before arrival. Please let the camp know as soon as possible to make changes.

Bookings are secured when the reservation form is received and the deposit is paid. Prices are subject to change. Quotes are valid for 7 days.