

# CAMP ICTHUS SITE HIRE



The camp site is located at 112-116 Cranswick Road, Banksia Peninsula.

The facilities at the site consist of a kitchen / recreation hut, amenities block with laundry, leaders lodge with four bedrooms (sleeps 16 people) and 5 smaller sleeping huts (6 per hut). There are also tent sites and caravan sites. The kitchen can cater for up to 50 people with supplied crockery, cutlery and cooking utensils.

Entry is via a closed gate off Cranswick Road. Please restrict your vehicles to the gravelled areas. Vehicles should not be driven past the car parking area outside the main-hut other than in an emergency or for maintenance.

The campsite is a natural bush site on the shores of the Gippsland Lakes. It has many birds, animals, reptiles and insects, sometimes you may even see dolphins in the lake.



The native vegetation includes thousands of East Gippsland banksias, beautiful gums, wattles and smaller understory plants. We ask that you respect the vegetation and wildlife by staying on the paths and not approaching animals. Please observe from a distance and feel free to take lots of photos.

Camp Ichthus Association is a registered charity and is operated by volunteers. We ask all hirers of our site to understand their obligations to respect and care for our property.

The Camp Ichthus local site manager will prepare the site prior to your arrival by turning on water, power and gas and at the conclusion of your stay inspect the site, shut off the utilities and ensure that the site is secure.

## Conditions of Hire

As a hirer you accept and agree to the following conditions of hire as set out below.

It is the responsibility of each group to ensure that all people involved in the hire (including children) understand and follow the campsite rules and respect campsite, buildings and equipment.

Each hire group must have a designated adult contact to be responsible for all aspects of the hire and the behaviour of the hiring group.

All guests under the age of 18 must be accompanied by a responsible adult such as parent, guardian or other adult who has parental rights and responsibilities for the under 18 year old guest.

Pets are not permitted on site.

### Rates and Fees

Hire rates and fees can be found in **Attachment 1**

## Booking Conditions

### Deposit

A 50% deposit (inclusive of the non-refundable admin fee) is required at the time of booking along with the required security bond. Receipt of this payment by Camp Ichthus is required to secure your booking. Balance of payment is required 7 days before the hire.

The fully refundable security bond will be returned based on the outcome of the post hire inspections within 14 days of the conclusion of your hire.

Changes cannot be made to bookings 24 hours or less before the anticipated arrival time.

### Cancellation and Alteration Policy

Cancellations can be made subject to the following timeframes:

- More than 14 days prior to start of hire date, the hirer will receive a full refund (less the administration fee).
- Between 13 – 3 days prior to hire date will receive a refund of the site hire fee less 10% plus the administration fee.
- Less than 3 days prior to hire date, bookings will not be refunded other than the security bond.

Alterations to your booking may be made subject to availability and the following timeframes:

- More than 7 days prior to your start of hire date your booking fee will be adjusted to match your altered booking with no other additional charges.

- Changes made less than 7 days before your arrival, your booking fee will be adjusted to match your altered booking and may incur an additional administration fee.

No credit or refund will be offered for any unused nights or if you depart before your planned departure date.

### **Extreme Situations**

In the event that access to our site is prevented by local weather extremes, emergency situations or if site facilities are closed for all or part of the site hire period, we will at no additional cost, offer alternative booking dates for the unused balance of your stay, within 12 months from the first day of your booking.

If the alternate dates are unavailable or unacceptable, we will refund the payment for the unused balance of your stay in full.

### **Other conditions**

Camp Icthus reserves the right to terminate the hire immediately and without notice for general breaches of the hire agreement. No refund is payable under these circumstances.

### **Disclaimer**

Camp Icthus Inc. will not be responsible for any loss or damage to property brought onto Camp Icthus. Should any claim be made for such damage to the property owned by any person associated with the hiring group, or any other person or corporate body associated with such person, the hiring group will indemnify Camp Icthus Inc in respect of all such claims.

### **Prohibited items**

The following are not permitted on the Camp Icthus site, presence or evidence of these items will result in immediate termination of the hire.

- Fireworks
- Pets of any kind
- Firearms
- Explosives
- Unregistered vehicles including trail bikes and motor bikes
- Illegal drugs

### **Arrival and Departure Times**

The hirer agrees to arrive and depart at the times arranged no less than 7 days prior to the hire start date. Generally, arrival time is after 2.00pm and departure time is by 1.00pm. Arrangements outside these times may be considered and negotiated at time of booking depending on requirements.

### **Property Loss or Damage**

All damages, breakages and losses are to be reported. The hirer agrees to pay all replacement or repair costs. These costs will be withheld from your bond. Any amount over the value of the security bond will be invoiced to the hirer on a cost recovery basis.

Camp Icthus takes no responsibility for loss or damage to personal property.

**Hirer will need to supply**

- All bedding including, linen, pillows, doonas, sleeping bags
- Towels
- Tea towels – drying racks in laundry can be used as tea towel racks.
- Aprons

**Consumable Items provided include**

- Garbage bags
- Dishwashing liquid
- Sponges, chux etc
- Floor cleaner
- Toilet Paper
- Spray cleaner for benches/tables
- Paper towel
- Liquid soap in Toilet block
- Paper bags for sanitary item disposal in girl's toilets
- Laundry detergent

Please note all food stored in the pantry and freezer is for Camp Ichthus use only. There is no access provided to the Boat Shed or the Pantry. Freezer storage space will be provided.

**Equipment Provided**

- Oven Mitts
- Brooms, dust pans and mops
- Lighters for oven

# **Attachment 1: Site Hire Fees and Charges**

**Effective Date: 1<sup>st</sup> October 2023**

## **Hire Costs**

**In all cases children under 3 years old are free**

**The minimum hire fee is \$100** (\$60 minimum fee plus \$40 administration fee)

### **Site Inspection Fee and Bond**

\$40 non-refundable Site Inspection Fee

\$250 refundable bond payable on booking.

### **Site Hire - including Leader Lodge, sleeping cabins, main hut and shower block**

Adults: \$30pp per night

Children 3-12: \$20 pp per night

Minimum cost \$60 per night

### **Site Hire – Camping – with access to amenity block and Main Hut only - no access to sleeping huts or lodge**

\$25 per adult per night

\$10 per child under 12

Minimum cost \$60 per night

Please note – all dish washing must be done in the Main Hut wash-up area. Camping sites are not powered.

### **Site Hire - Caravan - with access to toilet block and main hut**

\$60 per night (inclusive of 2 adults and 1 child 3-12) - extra \$20 pp per night for adults and \$10 pp per night for children sleeping in caravan)

Minimum cost \$60 per night

### **Icthus member hire - Rate for Members Only**

Adults \$20 per night Children \$15 per night, payment due one week prior to hire start date.

Site Inspection Fee may not apply

No Minimum cost or deposit required.

No bond payable but the hirer is to pay for repairs and damages.

Non-members included in the hire group pay full fee as above.

### **Repairs of Damage**

For all bookings, repairs are carried out on cost recovery basis. Cleaning is charged at \$50 per hour. The Bond less any charges will be refunded within 14 days after the hire end date.

If an Icthus member hires the site for the purposes of a business, then the Icthus member discount does not apply and \$250 bond is payable.

If an Icthus member hires the site as part of an organised group eg: sporting or social club, then Icthus member discount does not apply, and \$250 bond is payable. This can be negotiable.

### **Site Inspection Fee**

The Site Inspection Fee provides partial recovery of the person engaged to open the site prior to hire and for the post hire inspection required to refund the security bond.

### **Camp Icthus Bank Details:**

**Account Name**      Camp Icthus Inc.

**BSB**                      033-052

**Account Number**    513757

**Email:** [camps@campicthus.com](mailto:camps@campicthus.com)

# Attachment 2 – Site Manual

## Vehicles and Parking

Cars are only permitted on the gravel tracks and car park area behind the main hut.

All vehicles to be parked at owners own risk and only in designated areas.

The speed limit of 10kmh must always be observed and vehicles must travel only on designated access roads as indicated on site map.

Unregistered vehicles, motorbikes, quad bikes and other motorised vehicles are not permitted.

**Do not drive vehicles past the car park unless for emergency or maintenance.**

## Tents

There are two designated tent areas:

1. Between the beach and south of the Leaders Lodge
2. In the cleared area just north of the Leaders Lodge on the west side of the track leading to hut 6.

Please take care not to set up tents under trees. The older trees at Camp Icthus are prone to dropping limbs unexpectedly.

**Please note – Tent sites are un-powered and the use of extension cords is not permitted. Vehicles are not permitted in tent areas.**

## Caravans / Campervans

There are two areas for caravans / campervans. Please do not set up caravans / campervans in other locations. Only three caravans are permitted on site at any one time.

1. The open area near hut 2
2. The open area to the east of the drive near the fire pump shed.

**Please note – Caravan sites are un-powered and the use of extension cords is not permitted.**

## Fires

During the permitted fire season, fires are only to be lit in the campfire area on the north side of the carpark or in the brazier on the gravel area outside the main hut. Fires are permitted in the brazier on the gravel area outside the main hut on any day that is not a total fire ban. Please do not cut down trees to burn. Firewood is stored in the area north of the boatshed. All fires must be completely extinguished when not attended, this means coals must be cold to touch.

**Outdoor fires are not permitted during fire restriction periods. Check with the CFA.**

<https://www.cfa.vic.gov.au/warnings-restrictions/east-gippsland-fire-district>

## **Smoking/Alcohol**

Ichthus Site and buildings are designated non-smoking areas, except for the gravel area on the boatshed side of the main hut as indicated on site map.

We ask anyone smoking outdoors at the property to be especially mindful of bushfire risk and litter. Please ensure that you fully extinguish any cigarettes and that you place butts in a rubbish bin.

Responsible use of alcohol is permitted on site.

## **Emergency Procedures**

The Emergency Management Plan for the site is located in the kitchen.

Fire Extinguishers are provided for emergencies. Huts are equipped with smoke detectors. These items are vital for protection of people and should not be tampered or played with.

## **Kitchen**

Details for lighting the gas hot water are on the hot water service in the kitchen. (This is only required if it goes out).

Details for lighting the stove are next to the stove.

Town water is used in the kitchen and washup area and is suitable for drinking.

Two outdoor tables are stored behind the couch in the Main Hut.

## **Sleeping Accommodation**

For the health and safety of the hirer the number of people sleeping per room must not exceed the number of mattresses (porta cots for babies are not included in these numbers). Mattresses are provided with a vinyl cover. Hirers must provide their own linen and other bedding.

The Leaders Lodge has four bedrooms and a small lounge / kitchenette. The kitchenette has a small refrigerator / freezer and a microwave oven. The first bedroom sleeps 4 people and has a double bed and 2 single bunks. The second bedroom sleeps 4 people in 4 single bunks. The third bedroom sleeps 6 people in 6 single bunks. The fourth bedroom sleeps 2 people in a double bed. Water in the Leader's Lodge is tank water only unless advised otherwise.

There are 5 small sleeping huts that sleep 6 people each in 6 single bunks.

## **Amenities Block**

The toilets and showers use tank water however the sewage is connected to the East Gippsland Water. Please use water wisely. Sanitary products must not be flushed. There are Sanitary Bins provided in each of the girl's toilet cubicles. These must be emptied and disposed of at the end of the hire.

There is a small utility room between the girl's and boy's toilet and shower areas that has a small washing machine and dryer. Please clean the lint filter between uses.

Spare toilet paper and other supplies are stored in the large cupboard inside the utility room.

Large rubbish wheelie bins are located in the Laundry room. Please return bins to Laundry once emptied at the end of hire period.



Settings on pumps or water tanks are not to be altered for any reason.

### **First Aid**

Hirers must supply their own first aid supplies

### **Telephone/WiFi**

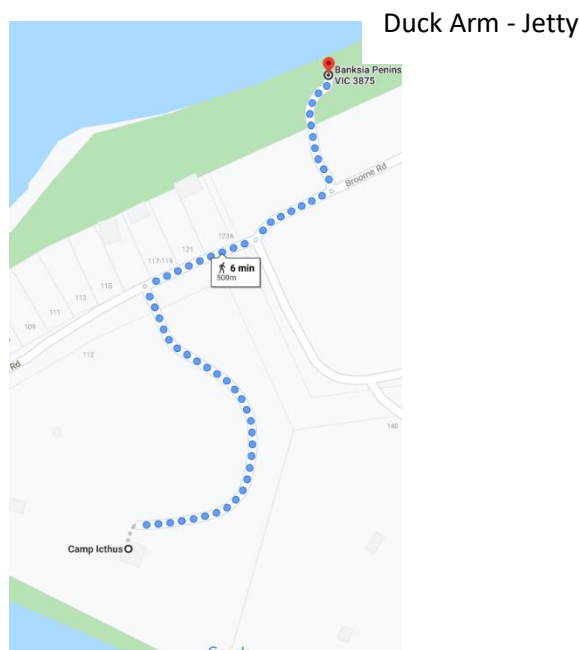
There is no landline telephone or WiFi at the campsite. Mobile phone coverage ranges from good to patchy – the best reception is usually on the deck at the front of the main hut. Emergency reception is always available at the entrance gate to Banksia Peninsula.

### **Neighbours**

Please respect our neighbours. Whilst it can feel quite isolated on the campsite, some of our neighbours are quite close and noise travel so please be considerate.

### **Swimming**

The best swimming is at Duck Arm which about 5-10mins walk from the camp. While Icthus partially owns the jetty here we please ask that you respect any other users of the jetty.



You can also swim in Lake Victoria, but it is very shallow and has a rocky floor that can cut tender feet.

### **Camp Icthus Contact**

All hire bookings will be provided with a contact person for any problems that may arise during the hire period.

## Cleaning

The camp is to be maintained in a clean condition by hirers. At the end of the hire the group is responsible for leaving the campsite in a tidy manner as per the following cleaning checklist. Failure to clean may incur additional fees and charges.

### Small Huts

- Mattresses put on their sides
- Windows closed and latched (not locked), curtains drawn.
- Floors swept
- Rubbish emptied
- Shelves wiped down
- All lights turned off
- Doors locked

### Toilet Block

- Toilets and showers cleaned
- Rubbish Bins and Sanitary Bins (small bins in girls toilets) emptied
- Benches cleaned
- Shower mats to be hung up
- Floors swept
- Doors locked (including laundry)

### Leaders Hut

- Single vinyl mattresses turned on sides
- Blinds closed
- Shelving in bedrooms wiped down
- Fireplace cleaned out (if used – make sure that the ashes are cold)
- Kitchen area cleaned and benches wiped down
- Fridge emptied, wiped out
- Floors vacuumed– please empty vacuum cleaner after use.
- Front concrete apron swept
- Windows closed
- Rubbish emptied and removed
- Doors locked

### Main Hut and Kitchen

- Tables raised up, outdoor tables folded away behind Couch.
- Fireplace cleaned out (if used – make sure that the ashes are cold)
- Windows to be closed
- Floors swept
- Lino floor in kitchen and wash up area mopped
- All sinks and benches cleaned, no dishes to be left in sink.
- Empty crumbs from toasters
- Wipe down stove and clean the trays under the burners.
- Both fridges emptied, wiped out – **Do not turn the power off** (Camp Ichthus may occasionally have food stored in the freezer or fridge – please leave)
- Any drying racks used for tea towels returned to laundry
- Microwave and appliances cleaned
- All food removed
- Indoor Rubbish bins emptied and cleaned – **NO RUBBISH IS TO BE LEFT ON SITE**

- Lights turned off
- Both doors locked

## Rubbish

Large rubbish wheelie bins are located in the Laundry room. Please return bins to Laundry once emptied.

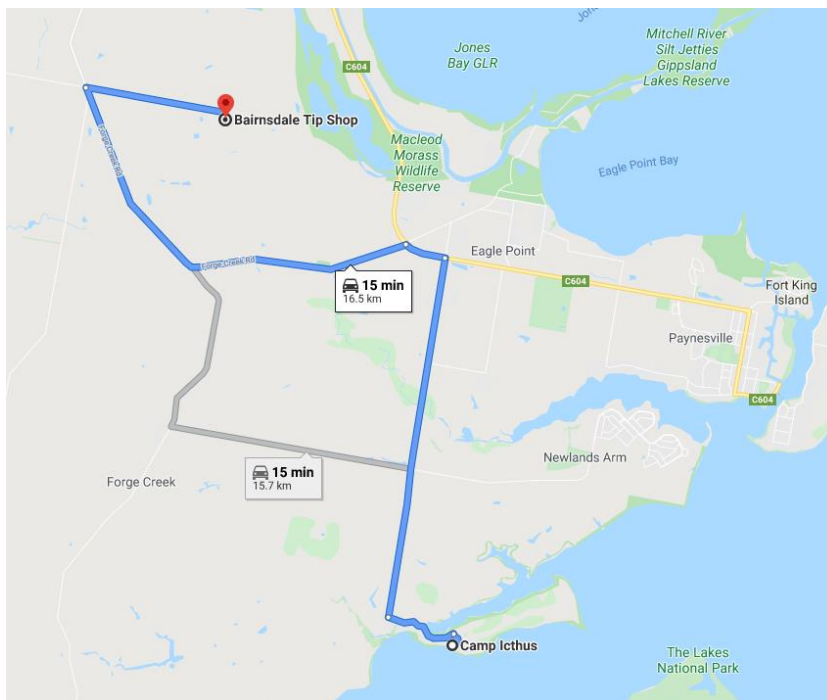
All rubbish must be removed from the site at the end of the hire period. Bairnsdale Shire Tip changes a small amount for 'household' rubbish and has a recycling facility.

Bairnsdale Shire Landfill and Recycling Facility

200 Johnstons Rd, Forge Creek, Victoria, 3875

Tel (BH): (03) 5152 6535

Hours: Monday to Friday 8.00am - 5.00pm, Saturday & Sunday 9.00am – 5.00pm



## Camp Icthus Hire Application Terms and Acceptance:

This form must be returned to [camps@campicthus.com](mailto:camps@campicthus.com) and signed with the required deposit within 14 days of the booking confirmation otherwise any pre-booking application lapses.

**Name of Hiring Group:** \_\_\_\_\_

**Name of Responsible Hiring Adult:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_

**Contact phone:** \_\_\_\_\_

**Dates of Hire:** \_\_\_\_\_ **Number of Nights:** \_\_\_\_\_

**Number of Adults:** \_\_\_\_\_ **Number of Children (3-12yrs):** \_\_\_\_\_

**Accommodation Required** \_\_\_\_\_

**Banking Detail for return of bond or mailing address:**

**Account Name:** \_\_\_\_\_

**BSB:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

1. I agree to pay all charges for the hire and use of Camp Icthus in accordance with the Conditions of Hire at the hire rates applicable at the time of the hire and the associated site manual. The Conditions of Hire and the Site Manual are available at [www.campicthus.com](http://www.campicthus.com).
2. I have the authority to sign on behalf of the hiring group and accept full responsibility to pay Camp Icthus for any loss or damage resulting from this hire by any member of my group, guests, or visitors.
3. I understand that Camp Icthus Inc. has the right to cancel the hire of the facilities at the absolute discretion at any time should Camp Icthus inc. reasonably believe the that any use or proposed use of the facilities by the hiring group is likely to be contrary to this booking agreement or the law.
4. I agree to make full payment for the hire prior to the commencement of the hire and if necessary, pay for any additional expenses incurred from loss or damage to Camp Icthus property and facilities.
5. I acknowledge that Camp Icthus Inc. accept no liability or responsibility for any loss or damage or injury of or to any person and I shall be responsible to ensure that all persons of the hiring group and guests and visitors are aware of this Disclaimer.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_