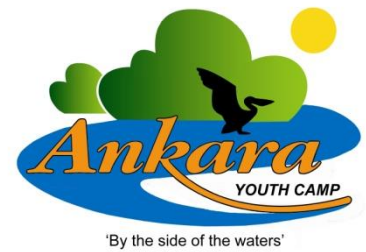


# Booking & Cancellation Policy



## BOOKINGS

1. All bookings (including weekends) are a minimum of 2 consecutive nights.
2. Long weekend bookings are for 3 consecutive nights, or 4 nights for Easter.
3. If total camper numbers are less than the minimum indicated (25 persons for 2 night stay / 50 persons for long weekend stay), then the minimum fee will apply for each night applicable.
4. If a camper or group stays less than the minimum stay (2 consecutive nights / full long weekend) then they will be charged for the full minimum stay.

## APPLICATIONS

1. All booking requests are subject to approval of the Management Committee which has ultimate right of refusal.
2. First choice of dates is to SDA Church (SAC) Ltd, followed by Annual Bookings, and then all other bookings.
3. Tentative bookings must be confirmed by the due date indicated on the Booking Form.
4. Confirmation is by receipt of the applicable Bond Deposit payment and the Booking Form signed by an authorised representative of the group.
5. Unconfirmed tentative bookings will not be held beyond this period unless other arrangements have been made.
6. If you do not wish to go ahead with your tentative booking you agree to contact Ankara Youth Camp as soon as possible to cancel your booking.

## BOND DEPOSITS

1. The following Bond Deposits are required to confirm your booking:  
\$250 for a 2 night (3 day) stay, or  
\$500 for a 3 night (4 day) or longer stay.
2. Unless otherwise specified, the Bond Deposit will be deducted from the total on the invoice.
3. Please inform caretakers if you wish your Bond Deposit to be rolled over for another camp – suitable dates for a future booking must be specified.
4. A new Bond Deposit is required for each new booking, unless your Bond Deposit is rolled to a new booking.

## ANNUAL BOOKINGS

1. All applications for inclusion on the Annual Bookings List are subject to the approval of the Management Committee which has ultimate right of refusal.
2. The Management Committee may cancel any group from the Annual Bookings List by giving at least ninety (90) days notice in writing of such cancellation.
3. As Bond Deposits are generally rolled over from year to year, confirmation of your Annual Booking is by receipt of your Booking Form only, by due date indicated on the Booking Form.
4. If the Bond Deposit has been reimbursed or forfeited, a new Bond Deposit will be required along with the Booking Form to confirm the next booking.

## FEES & PAYMENTS

1. Fees are in accordance with the current applicable Camp Hire Fees schedule.
2. Fees will not be guaranteed until the tentative booking is confirmed by receipt of a signed Booking Form and Bond Deposit.
3. Any breakages, damages & cleaning costs (including graffiti removal) incurred by your camp will be added to the invoice and must be paid for.
4. In the event that the group vacates the site prior to the booked departure date, all fees to the booked date of departure shall be payable.
5. An invoice will be emailed 1 week after your camp has elapsed.
6. Full payment of invoice is to be made (by money order, cheque, cash, EFT, credit card) on or before 14 days from date of invoice.
7. All payments (including Bond Deposits) are to be made to our head office in Prospect.

## CANCELLATIONS

1. All cancellations must be confirmed in writing (by post or email).
2. If a confirmed booking is cancelled more than 1 month prior to the commencement date of the booking, then the full Bond Deposit payment will be either reimbursed or rolled to another available booking.
3. If a confirmed booking is cancelled less than 1 month prior to the commencement date of the booking, then the full Bond Deposit payment will be forfeited as payment of the cancellation fee, and a new bond will be required for your next camp.
4. If Ankara Youth Camp is required to cancel a confirmed booking due to an administrative error, then Ankara Youth Camp agrees to pay the difference in cost for the User Group to book into another comparable site and Ankara Youth Camp also agrees to do its best to find alternative available sites.
5. In extreme circumstances, Ankara Youth Camp may choose to waive the cancellation fee.