

Welcome to Camp Seed

We believe belonging to a community is what gives life meaning. That feeling of belonging, of sharing goals and a common set of values, is important. We recognise communities are founded from a disparate base: geography, activities, family, beliefs and that a community rarely survives by accident – it takes Time, Energy and a 'Place' to connect. We aim to provide an affordable location that allows your group to come together to build that sense of community. While **Camp Seed** can't give you more time, we can offer you an environment that allows your community to connect, in a setting that revitalizes you, beyond the duration of your stay.

Upon Arrival

Parking

On arrival please park in the parking area, there is a drop off area for unloading food at the rear of the dining building. Please don't drive on grassed areas. We have underground pipes and septic tanks that could crack should you park in non-designated areas

Access

Your key to access our buildings is located in the wall safe at the main door to the accommodation building.

The entry to the main building is through the kitchen. A flight of stairs to the left of the brick chimney leads to the kitchen door that can be opened by your key.

Mains power board

To the left as you enter the kitchen for the first time is a circuit board. You will need to turn on all switches to on if they are not already. Please ensure all switches are switched to 'Off' when you depart

Heating:

Solar heating/cooling in the accommodation wing will be in operation prior to your arrival.

The dining hall is equipped with gas heaters and an air conditioner. These are easy to operate

Ceiling fans are also available in the kitchen and dining areas

Wood for the fireplace can be found in the upended water tank to the south of the hall. If there is no wood available, please feel free to pick up wood from around the 5-acre property. The wood is replenished from the grounds on a regular basis.

Hot water:

The water heater will need to be turned on when you arrive. Allow approx. 1 hour for the water to heat up.

Drinking water

Camp seed uses tank water. It is safe to cook with the water and Health Department regulations require a filter to be applied to one tap to ensure filtered drinking water is available This filtered drinking water can be accessed from the 'Preparation Area' Kitchen Sink.

Arrival Checklist

To assist you settling into Camp Seed and to begin your retreat please note the following Arrival Activities you need to action.

Check	Arrival Checklist
	Unlock all required areas including:
	Accommodation wing
	Women's bathrooms
	Men's bathrooms
	Laundry
	Kitchen
	Dining Hall
	Main Hall
	Chapel
	Switch on power from the main switchboard in the kitchen
	Switch on power for hot water at the main switchboard in kitchen
	Switch on power from the main switchboard in the accommodation wing
	Switch on fridge in laundry (if required)
	Light fire in main hall (if required). Wood for fireplace can be found in the up-ended water tan to the south of the Main Hall
	Ensure all cars are parked in designated parking area
	Review the fire evacuation area with all visitors as documented in maps located around the camp. Ensure you inform all visitors of your party's agreed Emergency Procedure
	Locate your First Aid kit in an easy to access position
	Check CFA Fire restrictions to confirm if a camp fire is permitted
	After heavy rain the entrance to the accommodation wing can become flooded therefore dirt and debris may be left behind. This may need a quick sweep to help maintain a clean accommodation wing
	Explain Camp Seed's Terms and Conditions to all visitors
	Identified the Drinking Water tap and point out to other visitors. All our water is rain water captured off our roof and stored in tanks on the property, so it is as natural as water gets
	Put master key back into the safe so you know where to access it when packing up.

Departure Checklist

On the day of departure please ensure these activities are completed and checked off

Check	Departure Activity
	Pick up any rubbish around the property
	Remove rubbish from bathrooms
	Lady's Bathroom (empty all bins into main rubbish bin)
	Men's Bathroom
	Remove rubbish from kitchen
	Move full council rubbish and recycling bins out to be the kerbside for collection (please ensure recycling and general waste are sorted into correct bins)
	Sweep bathroom floor
	Sweep dining room floor
	Dining chairs placed upside down on dining hall tables
	Ensure all dishes are washed and put away
	Clean fridges of all food (including laundry fridge)
	Wipe fridges clean
	Wipe down all bench tops and tables
	Wipe down stovetops
	Wipe out oven
	Sweep/vacuum kitchen floor
	Mop kitchen floor if very messy to avoid insects/rodents who would be attracted to food scraps
	Remove rubbish from bedrooms
	Vacuum bedrooms (if required)
	Neaten beds; tidy mattress protector, fold blankets and place at end of bed
	Clean BBQs if used
	Put out all fires
	Lock all open areas including: Accommodation wing, Women's bathroom, Men's bathroom, Laundry, Kitchen, Dining Hall, Main Hall, Chapel
	Complete Maintenance Report if you notice any maintenance issues
	Switch off power from the main switchboard in the kitchen
	Switch off power from the main switchboard in the accommodation wing
	Return keys to safe using same code

Maintenance or Damaged Items Report

Should you accidentally damage any items or property belonging to Camp Seed please note this down on the table provided. Additionally, if you notice any areas requiring maintenance, we would appreciate you providing these details. If the damage caused requires urgent repair, please report this via phone to 0403 810 614 immediately.

Number	Maintenance or damaged item
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Terms and Conditions Statement

The terms and conditions of letting 'Camp Seed' as agreed by both parties; the 'Tenant' and 'The Agent.' 'The Agent' is Camp Seed Pty Ltd 'The Tenant' is the main contact/signatory who signs the Terms and Conditions Acceptance. Any infringement of the conditions permits The Agent to either:

- Refuse key/property access
- Terminate the booking
- Make deductions from the paid deposit/bond
- Enforce a monetary penalty
- Immediately terminate the tenancy

The Tenant must stay on the property throughout the duration of the booking and will be held liable and responsible for the conduct of all guests.

The premises are let to you for retreat purposes only for the period stated on the Booking Request Form

The premises are let to you for the maximum persons per bed on premises booked and listed in the Visitor Log. Exceeding maximum person numbers will render The Tenant liable to cancellation of the booking immediately and forfeiture of rental monies and bond. Bookings and Tariffs are subject to change without notice.

Entry and Exit Time

Your booking commences at **2:00pm** (or an agreed pre-arranged time) on your arrival date

Premises must be vacated at **10.00am** on the date of departure unless otherwise arranged. We are flexible with a late checkout when there is not another immediate booking. Late departures will be charged an extra tariff of \$500.

Key Access to Buildings

Keys are located in the Key Safe and the code will be given to you prior to arrival.

All doors must be locked securely on vacating the premises. For any issues with non-locking doors please contact 0403 810 614

Non-return of keys will be charged an extra tariff.

Linen

Blankets are supplied. Bringing own Sleeping bags is recommended

Tenants must bring own linen (sheets and pillowcases, towels and face washer)

Tea towels are **not** provided and must be bought by the Tenant.

Pets

Pets are **NOT** allowed. Your Security Bond will be fully forfeited for pets brought to the property without prior permission

Smoking

Smoking is **NOT** permitted inside all buildings. Security Bond will be forfeited to fumigate and clean the property if we find evidence of smoking inside the property.

Behaviour

The Tenant is asked to remind their party members to respect all buildings, equipment, general property of the camp and the environment.

Noise should cease by 11 pm (EPA Noise Regulation) and respect for neighbours is expected.

If person or persons abuse alcohol or any illegal substance they will be asked to leave immediately and will forfeit any money that has been paid.

Food and drink may only be consumed in the designated areas (Dining, Kitchen, Main Hall), BBQ shelter areas or outdoors.

Food and Drink cannot be consumed in the Accommodation Wing

Personal Property

The Agent takes no responsibility for the tenant's personal property. All personal items left behind will be held for a period of 30 days. Please make arrangements for any items left behind to be picked up within 30 days otherwise they will be disposed of. Postage costs will be deducted from Bond money if items are requested to be returned

Emergency Procedures

Procedures. Emergency procedure notices are posted throughout the buildings. Everyone attending Camp Seed must make themselves familiar with the procedures. The Tenant must brief all visitors attending Camp Seed (either overnight or day visitors) of the emergency procedures.

Fire Fighting Equipment. Extinguishers, smoke detectors and fire blankets are located around the site. These should not be tampered with. If they are the Tenant will be charged.

Fires. Fires can only be lit in designated Camp Fire area and fireplace in the Main Hall. Country Fire Authority fire restriction notices and Total Fire Ban Days must be strictly observed.

First Aid

The Agent takes no responsibility for the treatment of first aid.

Tenants must supply their own First Aid kit and determine if Ambulance emergency is required

Parking

All vehicle parking is strictly at the owner's risk and only in designated car parks. Visitor car registrations numbers must be listed on the Visitors Log. If a car with an unlisted registration number is on the property, the local Duty Manager will request immediate removal of the unregistered car and visitors and may impose a fine.

Alcohol

Alcohol may be consumed only in Main buildings and outdoor areas. Alcohol may **not** be consumed in the Accommodation Wing or Shower blocks

All Tenants must follow Victorian Drinking Laws

Parties/Entertainment

Only entertainment of large groups that has been previously agreed to by the Agent is allowed at the property. All cars at the property need to be listed on the Visitors Log.

Parties must be registered with Victoria Police. You can do this via the Victoria Police Partysafe Program at <http://www.police.vic.gov.au>.

Environmental Camp Philosophy

We work hard to maintain the natural bush/rural setting. We capture and use rain water for all domestic purposes and try to apply a 'reduce, reuse, recycle' approach to all we do at Camp Seed

Drinking Water

Because we use tank water our water is not technically deemed drinkable and must be filter first. A water filter is fitted to the tap over the 'Preparation Sink' in the kitchen. Please use this when needing drinking water.

Cleaning

The property will be cleaned prior to your tenancy and we ask that you leave the property in the same condition on your scheduled departure time. A checklist of Tasks to complete prior to departure will be provided when you receive your Check In information via email
Extraordinary cleaning required will be charged at \$45.00 per hour + G.S.T. and will be deducted from the security bond

Rubbish

You are required to empty all rubbish into the appropriate wheelie bins:

- General waste - Red lid bin
- Recycling waste – Yellow lid bin

Rubbish Bins in toilets must be emptied

All food from the pantry and fridges must be removed

The council rubbish collector will only remove rubbish from the roadside that is placed in the bins provided.

Garbage collection day is early **Wednesday** morning. Please ensure all bins are put out on the **Tuesday** night and also when you depart.

Recycling bins are collected every 2nd Wednesday.

Any excess rubbish (rubbish that does not fit in the council rubbish bins) must be taken with you.

We are environmentally friendly camp and ask that you sort your rubbish into general waste and recycling bins accordingly. If rubbish requires resorting upon vacating you will be charged \$45 per hour + GST for the resorting effort

Bins left overflowing with excess garbage and any garbage left behind will incur a charge of \$30 per bag + G.S.T. and will be deducted from the security bond.

Breakages and Damages

As the Tenant, you are responsible for all damages, breakages and loss incurred during the term of your occupancy. Any costs associated with breakages will be charged for and deducted from the security bond. If repair costs exceed the total amount of your bond you will be Invoiced and required to pay the additional costs.

All breakages and losses to Camp Seed’s property or equipment must be reported to The Agent via the Feedback form or if urgent telephone (0403 810 614)

Tenants are only permitted to access the buildings to which they have been allocated.

Theft

As the Tenant, you are responsible for ensuring all property is retained and no incidents of theft occur. Costs to replace missing items will be recovered from Bond \$

Septic System

Toilets are connected up to a Septic Tank and use natural rainwater from our tank storage to flush matter away.

Only biodegradable waste matter can be flushed. No sanitary items, nappies or any other non-biodegradable matter can be flushed down toilets.

Our Plumber regularly checks the pipes and septic tank to ensure there is no blockage. Should a blockage be caused by attempting to flush non-biodegrade matter Plumbing costs will be on charged to the Tenant

Security Bond

Your bond will be refunded within 14 days of departure subject to a satisfactory inspection of the tenanted property upon vacating.

Funds will be deducted from the security bond if we need to make a claim, which may include, but is not limited to, the following:

Excess cleaning fees	Loss of keys
Damages or breakages	Property left unsecured
Excess rubbish removal	Non-biodegradable matter blocking toilets/septic tanks
Sorting of rubbish (i.e. non-recycle rubbish in recycling bins)	Pets on the property
Firefighting equipment is tampered with	Smoking inside buildings
Extra Guests not listed on the Visitors log	Late checkout not previously agreed to
Unregistered parties	Septic blockages caused by flushing non-biodegradable matter
Theft from property	

Cancellations

Deposits will not be refunded unless the property is re-let for the period of the proposed occupancy at/or greater than your agreed rental. If re-let, an administration fee applies, which is equivalent to 10% of the gross rental tariff. The balance of funds will be released, less the administration fee, within 7 days.

Disputes

Disputes regarding damage, cleaning or rubbish will not be entered into unless reported by the tenant to the owner on arrival at the rented premises.

Indemnity

The tenant indemnifies the agent against any liability, which may result through injury, or loss being personal or proprietary suffered by any person where any injury, damage or loss has been contributed to or caused by any act or occasion of the tenant.