

Terms and Conditions

Payment and Forms

1. A \$200 non refundable deposit is required at the time of booking and can be made via cheque or direct deposit.
2. The remaining balance is to be paid no later than 2 weeks prior to the start date of the hike.
3. The school will be invoiced for the total hike including hire equipment, and is responsible for the collection of fees from individual participants.
4. Along with payment, students and teachers must be registered online for the hike no later than 2 weeks prior to the start date of the hike. This will be taken as confirmation of final numbers.

Late Booking Policy

1. If an online registration is made within 2 weeks of the hike commencement, we will need to confirm if there is still space available for the student to attend. If so, a \$25 late payment fee will be charged.

Cancellation Policy

1. If an individual booking is cancelled more than 2 weeks prior to the commencement date of the program, any fees paid may be refunded or transferred to the next available Open hike. Extra charges will be incurred on a transfer if the course fees have increased since the initial booking. In addition, a \$25 administration fee may be charged.
2. If an individual booking is cancelled less than 2 weeks prior to the commencement date of the program, any fees paid to The Collaroy Centre by the school on behalf of the participant will be forfeited.
3. If a whole group booking is cancelled more than 2 weeks prior to the commencement date of the program, fees paid can be transferred to an alternate future date. If it is cancelled less than 2 weeks prior all fees will be forfeited.
4. All cancellations require written notification to The Collaroy Centre via post, email or fax. Contact details are at the end of this form.
5. If adverse weather or extenuating circumstances require The Collaroy Centre to cancel a program prior to it commencing, we will transfer or refund your booking.

Discipline

1. The Collaroy Centre reserves the right to exclude any participant from continuing the program if, in the opinion of the instructor, terms and conditions (whether expressed or implied) have not been adhered to.
2. If a participant is excluded from the program, it is the responsibility of the person designated as the "emergency contact" on the participants booking form to provide transportation from, in the opinion of the Logistics person, the most convenient access point.

Terms of Participation

1. Alcohol/Drugs – Under no circumstances is any alcohol or any non prescribed drug to be brought onto the program.
2. Smoking – Smoking is not permitted on The Collaroy Centre programs.
3. Flora & Fauna – The Collaroy Centre maintains a minimum environmental impact policy, thus flora and fauna must not be disturbed.
4. First Aid – Our staff possess current Remote Area First Aid qualifications, and will carry with them a first aid kit and administer first aid when required.
- In the event that a participant needs to be evacuated from the program for medical reasons, it is the responsibility of the person designated as the "emergency contact" on the participants booking information to provide transportation from, in the opinion of the Logistics person, the most convenient access point.
- The Collaroy Centre reserves the right to exclude a participant from a program if, in the opinion of the instructor, the health of the participant creates too great a risk of deterioration during the program.
5. Weather – The Collaroy Centre reserves the right to cancel, change, or postpone any program if, in the opinion of the Program Director, it is unsafe for the program to run.
6. Swimming - Swimming is not permitted on any of The Collaroy Centre Hikes

Hire Equipment Terms and Conditions

1. Equipment must be paid for in full at the time of the booking.
2. Equipment will be available for pick up at the beginning of an expedition and will be collected at the end of an expedition.
3. Any lost or stolen equipment (including tent pegs) will be paid for in full by the hirer.
4. Any repairs to equipment beyond what is reasonable wear and tear will be paid for by the hirer.
5. Hire equipment cancellations require written confirmation and will not be refunded within 2 weeks of the hike commencing.

Risk Warning & Release

Please read the following. If you have any questions regarding the risks associated with any of the activities you or your students will be participating in please contact The Collaroy Centre before signing.

The Collaroy Centre is justifiably proud of its excellent safety record. We are committed to the continued development of our already excellent operating procedures to maintain this record and to manage, as much as possible, all risks inherent in any of our programs. All Recreational, Educational or Therapeutic Activities in which you or your child will be participating during any course, expedition or program run by The Salvation Army Collaroy Youth and Community Centre (The Collaroy Centre) will involve some risk of injury or even death.

Generally, these risks may include but are not limited to:-

- * Exposure to dangerous weather conditions (extreme heat, extreme cold, storm activity)
- * Falls (may be due to rough terrain or inexperience)
- * Injuries to joints or back (may be from carrying heavy weight)
- * Aggravation of existing medical conditions due to isolated environment or physical activity
- * Burns (may be from cooking stoves or campfires)
- * Injuries sustained due to equipment failure
- * Drowning

1. I have read the preceding risk warning and accepted the risks involved in participating in all activities.
2. I agree on behalf of myself and my heirs, executors, and assignees to release The Salvation Army Collaroy Youth and Community Centre and its servants and agents from all claims, actions, suits, and demands from loss or injury to myself or my dependents arising from participation in the activity.
3. I agree to abide by all express or implied terms and conditions.

Disclaimer

The applicant acknowledges that The Salvation Army and the Management of The Collaroy Centre will not be responsible for any loss or damage to any property brought on to the program. Should any claim be made for such loss or damage to property owned by any person associated with the applicant, or any person or body corporate associated with such person, then the applicant will indemnify The Salvation Army and the Management in respect of all such claims.

Privacy Notice

For the purpose of this Privacy Notice, The Salvation Army means The Salvation Army (being the unincorporated religious and charitable association), The Salvation Army (New South Wales) Property Trust, The Salvation Army (Queensland) Property Trust and any organisations or bodies corporate owned or operated by any of the bodies above.

The Salvation Army, a not-for-profit organisation, is committed to upholding the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). Our Privacy Officer is responsible for ensuring that our privacy policies are adhered to and our detailed privacy policy can be accessed online at <http://salvos.org.au/privacy-policy/>, by contacting our Privacy Officer on 02 9266 9554 or by writing to us at PO Box A435, Sydney South NSW 1235. Our privacy policy includes information about how you may access and update the personal or sensitive information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint. You have the option of not identifying yourself or using a pseudonym when dealing with us in relation to a particular matter, unless we believe it is impracticable to do so in the circumstances. If you wish to deal with us in this manner, you must tell us in writing so that we can consider if your request is practicable.

The Salvation Army collects your personal and sensitive information that we believe is reasonably necessary to provide you with the accommodation, services and programs offered by The Collaroy Centre and to facilitate and manage your stay with us and/or participation in our programs. By providing us with this sensitive information you consent to our use or disclosure of your information for a secondary purpose directly related to the primary purpose. Unless permitted by law, we will not use this information for any other purpose without your consent. The information we collect includes the information you provide to us on this form, any additional information you provide to our staff verbally or otherwise and any information we may need to collect about you from third parties on your behalf (if applicable). You may request access to the information we hold about you at any time by contacting our Privacy Officer. By not collecting this information we may be unable to provide you with the services we offer and to look after your needs during your stay with us and/or participation in our programs.

In order to provide you with these services, we may need to disclose this information to organisations and individuals that carry out functions on behalf of The Salvation Army and other external organisations. These organisations and individuals may include health care providers, emergency services and insurance providers. In order to provide you with these services, you consent to our collecting of sensitive and personal information about you, if applicable, from your school, teachers, parents or guardians.

By signing this form where indicated below, I acknowledge that I have read and understood this privacy notice and freely agree to provide the sensitive information referred to and/or contained in this document to The Salvation Army. I acknowledge that the information I have provided to The Salvation Army is current and I consent to the disclosure of this information to the types of organisations or individuals identified above. I undertake to notify The Salvation Army as soon as practicable if this information is no longer current or if my consent for the collection of this information is withdrawn. I acknowledge that until such time that I notify The Salvation Army that my consent is withdrawn, I agree that The Salvation Army will be entitled to presume that this consent is current and informed.

Acceptance of Terms and Conditions & Privacy Notice

School Coordinator Name: _____

Signature: _____ Date: _____