



Mansfield Estate General Booking Conditions

Agreement

Payment of the deposit by the hirer constitutes agreement to hire the facilities as per the Cancellation Policies and General Booking Conditions.

Liability

Mansfield Estate Pty Ltd and its agents do not accept responsibility for loss of or damage to property or personal injury arising from the use of facilities or activities.

Supervision of Groups

The Group Leader is responsible for the delegation of supervision duties to ensure that all guests are supervised and aware of all General Booking Conditions. There will be a Manager and staff available for liaison during office hours whilst on site during your stay. Evening supervision is strictly the responsibility of the Group Leader. Estate Management reserves the right to ask any person who does not abide by the rules of the Estate to leave the site immediately.

Care of the Estate

The facilities are to be kept in a clean and tidy state. We suggest a daily clean to prevent such a big and onerous task on the last day. On departure each group is to leave the site in the way in which it was found.

This includes but not limited to:

- Tidying of rooms
- Tidying of grounds
- All rubbish placed in bins provided
- Nothing is left in fridges and freezers
- All furniture returned to its original position
- Scrape and clean bbq's
- Wipe down all benches and tables in common areas
- Any spills or broken glass cleaned up

If, due to the state in which the facilities are left, extra time is required to clean the Estate, an additional cleaning charge of \$75 per hour will apply. The additional cleaning charge will be paid directly or via reduction in part of the bond being withheld.

Arrival and Departure procedures

Arrival and departure times outlined at the time of booking must be adhered to unless alternate arrangements are made with The Estate Management in advance.

You will be contacted prior to arrival and notified of your Welcome Host and an agreed arrival time. If your agreed arrival time needs to vary by more than half an hour of the arranged time, please advise your Welcome Host. Prior to occupation of the Estate, the nominated Group Leader will need to undertake a 30 minute Site Induction with the Welcome Host.

Emergency Procedures

Emergency details and assembly area are posted on the notice board between the two accommodation buildings. Group Leaders should familiarise themselves with these and advise all guests to review and take notice.

Fire Fighting Equipment

All such equipment (smoke detectors, hydrants etc) is essential for safety and must not be tampered with by guests. Any damage must be reported to Estate Management. There is a minimum charge of \$250 for damage to any fire related equipment which the Group Leader agrees to pay either directly or via reduction in part of the bond being withheld.

Property Damage & Loss

All breakages and losses to property and equipment are to be reported to Estate management. Charges will apply either directly or via reduction in part of the bond being withheld for any property damage or loss.

Vehicles and Parking

No vehicles are to be driven in an area other than a designated road or parking area.

The Environment

Mansfield Estate is a sanctuary for Flora and Fauna. It is essential that all visitors care and respect this environment by not disturbing the natural surroundings. No firearms or household pets are to be brought on to the site (with the exception of guide dogs). All garbage must be disposed of appropriately.

Out of Bounds Areas

Workshop, staff office, machinery area, pool pump room, battery room and linen room are all 'out of bounds' areas.

On-site Activities

These activities include 'general use' sporting type equipment such as basketball, oval and other ball games. Equipment is available for use by all groups. Care and return of this equipment is the responsibility of the Group Leader, as is adequate supervision of such activities.

Swimming Pool

It is the responsibility of the Group Leader to ensure adequate supervision of members of their group using the pool. Children under 8 years of age must be supervised by a parent or authorised carer at all times. Pool gates must be closed at all times. There is NO alcohol to be consumed in the pool area and no glass bottles or glassware to be taken into the pool area.

Kitchen

No children under the age 13 are allowed in the kitchen under any circumstances. For guests safety covered footwear must be worn at all times in the Kitchen and the correct colour chopping boards used for the nominated food groups - posters indicating correct use are displayed in the kitchen.

First Aid

In all activities, it is the responsibility of the Group Leader to ensure that adequate First Aid expertise and equipment are provided for groups. Any use of the Estate First Aid kit must be reported to Estate Management on departure, including details of the incident.

IMPORTANT: Any incident where any emergency services (ambulance, police, fire department) are called or Doctor or Hospital treatment is required, Estate Management must be notified as soon as practically possible.

COVID-19 Registration

We take our responsibility around providing a safe COVID-19 venue to protect our guests, staff and community. All guests will be asked to submit a COVID-19 registration form prior to arrival and anyone that answers yes to any question on that form will not be allowed to visit Mansfield Estate.

Behaviour

Group leaders are asked to remind their group to respect each other, others personal property and the environment. Behaviour and activities that may offend others and that are generally not acceptable in a public place are not permitted at Mansfield Estate.

Casual & Day Visitors

Casual and Day visitors are only allowed if they have been agreed in advance with Estate Management and completed a COVID-19 Registration form prior to arrival. Otherwise no casual or day visitors are allowed.

Open Fires

An open fire can only be lit in the fire pit and ONLY during the seasons where an open fire is permitted. You will be advised on arrival the status of current fire restrictions. Firewood is provided for your use. The only other fires allowed are in the enclosed wood fire pizza oven and internal fire place. Under no circumstances are any fires to be lit on the property.

Illegal Substances

We have a zero tolerance policy on any illegal substances brought onto or consumed anywhere on the entire Estate. Any awareness that this is breached will result in the entire group being evicted from the Estate and reported to the local police. NO refunds will be issued for this breach of terms and entire bond forfeited.

Smoking

Smoking is not permitted within any of the buildings or in the bush. Smoking is permitted outdoors only near the fire pit. Please make sure all butts are extinguished and placed inside the fire pit.

Alcohol & Bar

The Estate is BYO alcohol and is permitted if used responsibly. No spirits are allowed anywhere on the Estate, though we do permit premix drinks with spirits in cans or bottles are allowed. The Group Leader must provide oversight and ensure only responsible and safe consumption of alcohol on the Estate during their stay. Alcohol should be stored in the Bar area and no children under the age of 18 are permitted within the Bar.

Group Leader Name: _____

Signature: _____

Date: