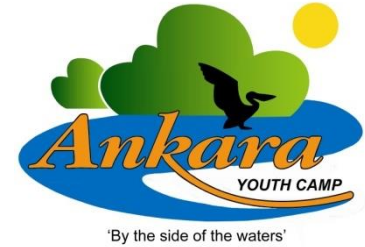


# Booking & Cancellation Policy



## BOOKINGS

1. All bookings (including weekends) are a minimum of 2 consecutive nights.
2. Long weekend bookings (include a public holiday) are for 3 or 4 consecutive nights.
3. If total camper numbers (excluding children under 5 years) 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. Priority of dates is to the SDA Church (SAC) Ltd, followed by Annual Bookings, and then all other bookings.
3. Tentative bookings must be confirmed by the due date indicated (usually 14 days).
4. Confirmation of a booking is by acknowledgement email sent upon receipt of the applicable Deposit payment and the Booking Form signed by an authorised representative of the group.
5. Unconfirmed tentative bookings will not be held past this period unless prior 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.

## DEPOSITS

1. A Deposit payment of \$500 for a 2 night (3 day) stay, or \$750 for a 3 night (4 day) or longer stay is required to confirm your booking.
2. Unless otherwise specified, the Deposit will be deducted from the total on the final invoice.
3. Please inform Ankara staff if you wish your Deposit to be rolled over for another camp – suitable dates for a future booking must be specified and a booking placed.
4. A new Deposit is required for each new booking per year, unless your Deposit is rolled to a new booking the following year.

## FEES & PAYMENTS

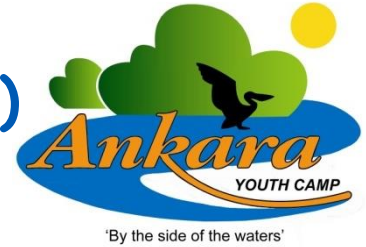
1. Fees are in accordance with the Camp Hire Fees schedule for the applicable year.
2. Fees will not be guaranteed until the tentative booking is acknowledged as confirmed by email after receipt of the signed Booking Form and Deposit payment.
3. Any equipment hire, breakages, damages & cleaning costs (including graffiti removal), or missing equipment 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 based on total camper numbers.
5. A final invoice will be emailed a minimum of 1 week after your camp has elapsed.
6. Full payment of the final invoice is to be made on, or before, 14 days from the issue date of the invoice.
7. All payments (including 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 6 months prior to the commencement date of the booking, then the full Deposit payment will be either reimbursed or rolled to another available booking.
3. If a confirmed booking is cancelled less than 6 months prior to the commencement date of the booking, then the full Deposit payment will be forfeited as payment of the cancellation fee, and a new Deposit 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, at their discretion, choose to waive the cancellation fee.

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# Booking & Cancellation Policy (cont.)



## ANNUAL BOOKINGS

1. Applications for inclusion on the Annual Bookings List are to be requested in writing.
2. A minimum of three consecutive years of completed bookings with consistent dates for the particular school will be required before consideration will be given.
3. All applications for inclusion on the Annual Bookings List are subject to the approval of the Management Committee which has ultimate right of refusal.
4. 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.
5. If we are still holding the applicable Deposit amount, confirmation of your Annual Booking is by receipt of your Booking Form only, by due date indicated on the Booking Form.
6. If we are not holding the applicable Deposit amount, a new Deposit will be required along with the Booking Form to confirm the next booking.

