

Camp Bentzon (Kawau Island) Trust



School Information Pack – SMP V5.1 Requiring Activities and Accommodation

Information	Page 2
Terms and Conditions of Hire	Page 3 & 4
Health & Safety/Participant consent	Page 5
Camp Bentzon Risk Disclosure	Page 6
Adult assistant/Leader Requirements	Page 7
Activity Table	Page 8
Terms & Conditions of using Adult Helpers or Instructors	Page 9
Application form	Page 10



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Website www.campbentzon.co.nz
Resident Manager: Peter & Erin Hyde*

INFORMATION

ABOUT CAMP BENTZON

Camp Bentzon is a residential camp facility and outdoor activity centre with land and water based activities. The residential camp facility is situated on a 29 acre block of land, north facing, on the shores of North Cove, Kawau Island.

The land was bequeathed to the youth of New Zealand by a Danish fisherman, Neil Bentzon. The camp is governed by Camp Bentzon (Kawau Island) Trust, a registered charitable organisation. It is managed by Camp Managers, husband and wife team, Peter and Erin Hyde. They aim to provide excellent programmes while avoiding loss or injury to staff, participants and the public, so far as is reasonably practicable.

HOW TO GET THERE

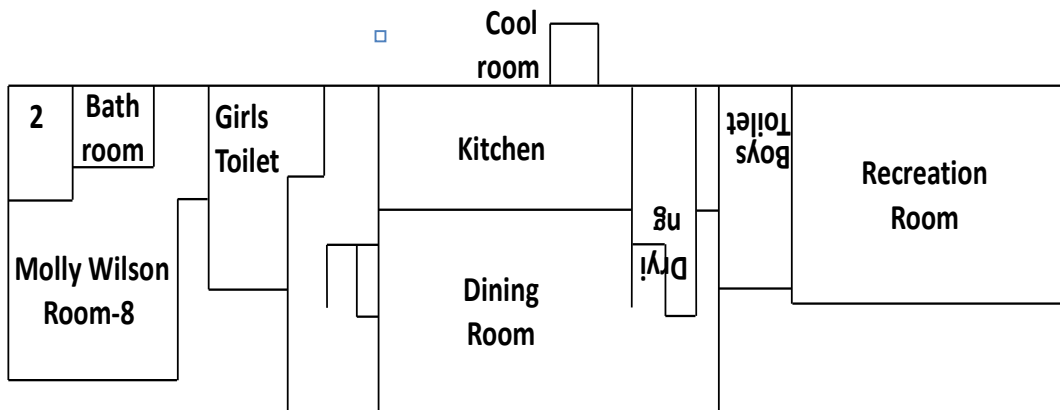
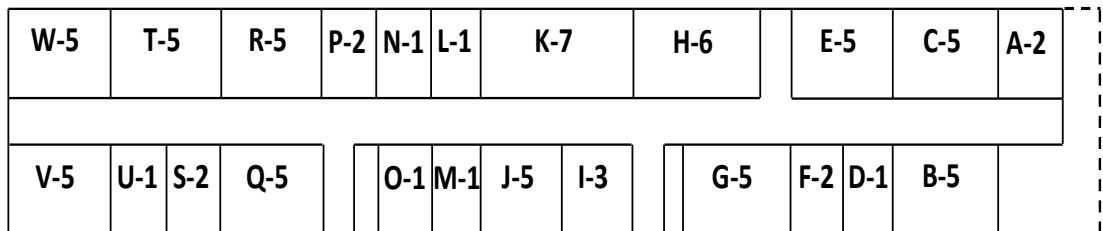
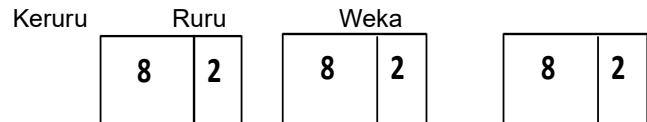
From Auckland the Sandspit Ferry is a 1 hour car journey. Turn off Highway 1 at Warkworth and drive 10km to Sandspit. The ferry will take you across Kawau Bay, approximately 10km to the camp in North Cove.

Book directly with the following: Kawau Ferries – 0800 111 616 for regular Ferry, shuttles and Taxis.

ACCOMMODATION & AMENITIES

Accommodation consists of-

- Two Storey Building with dorms, kitchen, dining, recreation room, drying room, cool room, gender toilets. Service rooms are downstairs. Sleeping rooms are upstairs
- 3 separate bunk rooms (Weka, Keruru, Ruru)
- 1 separate self-contained area, the Mollie Wilson room. This room has facilities for disabled. It sleeps 10. Prior arrangements must be made if your group requires this room.
- Total beds = 120
- Mattresses and pillows supplied
- Area for tenting. Room layout for main facility



ACCOMMODATION & AMENITIES cont.

Kitchen consists of-

- Two 6 burner gas stoves, commercial cool room, freezer, toaster, small microwave, cooking utensils, dish sanitiser and all cutlery/ plates/cups.

Camp Bentzon does not cater meals for groups. Options include:

- Self-catering Camp Managers will provide a briefing & instruction sheets upon arrival
- Hire local caterers familiar and experienced with Camp Bentzon groups.
 - Ash 021529208, Camp.cat@xtra.co.nz
 - Selwyn Coop Ph (09)4254343 02102397914, tenfoldcampcaterers@hotmail.com

RECOMMENDED THINGS TO BRING – read with Activity RAMs for what is compulsory clothing and equipment for participants to have.

General Group Items:

- Tea towels, Dish cloths & pot scrubs, goldilocks, detergent and disinfectant.
- Toilet rolls, soap, drawstring rubbish bags. Spare Sunblock, insect repellent etc.
- Blue tack if you need to put something on the wall or doors. Whiteboard markers
- Evening activities and games – Camp Bentzon has TV, DVD player.
- Please look after our waste water system **do not** bring to camp any:
 - Bleach/chlorine based Products or
 - **Any type of wipes e.g. baby wipes, toilet wipes, sterile wipes etc. –do not bring!!**
One wipe stops our waste water system and we have to get in there to clear
- Ensure all participants/guests use only toilet paper.

For yourself:

- Pillow slip, sleeping bag, sheet for mattress, toiletries, insect repellent, sunblock, towel
- Sturdy footwear eg trainers. Water shoes or spare enclosed footwear – no jandals (Rocky beach with oyster shells)
- Windproof jacket/raincoat, wetsuit optional, togs, rash vest or similar, leggings/longs
- Chilly bin if bringing bait, fishing rods and tackle

TERMS AND CONDITIONS OF HIRE

PROCEDURE ON ARRIVAL/DEPARTURE

Arrival

Key things to do prior to arrival

- Obtain written consent from parents. See our clause below to insert in school consent.
- Appoint two adults for each of the following activities if being run : confidence course, sailing, archery, kayaking – please do prior to activity brief, at least one of these adults must be rostered on the activity whilst it is being run.

On arrival there will be safety and information group meeting. No buildings are to be entered or equipment used prior to this meeting. Anyone arriving after this meeting must be informed by the group leader of its content.

Departure

Upstairs/Bunkrooms are to be vacated two hours prior to the ferry pickup time.

Pillows/ mattresses must be wiped and left as found. Dishes & pots washed put away correctly. Rubbish picked up from grounds. Top toilets and separate bunkrooms Weka, Ruru & Kereru and toilets cleaned and left as found. Downstairs can be used until departure. Payment for your stay is prior to departure by cheque or by direct debit the following week.

ACTIVITIES

Professional outdoor instructors are available by prior arrangement for sailing, kayaking, snorkelling, bush walking, abseiling as required. Please enquire with Camp Managers and use application form at end of this information pack.

Other Services include:

By arrangement with the Ferry Company you can go to Mansion House area. There are nice walks here over the 500 acre DOC reserve. Visit Mansion house go inside view it set up as it was in the 1860s and walk to the Copper mine ruins.

INDEMNITY AND LIABILITY

1. It is the individual's responsibility to ensure they have the appropriate skills to use camp equipment safely or be under a persons supervision to learn these skills. Participants acknowledge it is "Dry hire" of equipment and facilities.
2. You acknowledge that while Camp Bentzon (Kawau Island) Trust will take reasonable measures to ensure a high standard of safety, equipment and brief in the use of the camp and its equipment, ultimate responsibility rests with you and you and your members accept that there is an element of risk involved and will not hold Camp Bentzon (Kawau Island) Trust responsible for any accidents that may occur.
3. You indemnify Camp Bentzon (Kawau Island) Trust against any liability incurred by Camp Bentzon (Kawau Island) Trust arising from any act or omission by you or any person under your control, supervision or authority or in any way associated with the use of the camp or its equipment by you or such persons.

EQUIPMENT & CONDITIONS OF USE

General equipment is provided for use whilst you are here it is your responsibility to ensure you and your group members have the appropriate skills to use this gear safely. **NOTE:** Confidence course equipment: school supervised time only. All boating equipment: Adult usage outside of school supervised times is permitted (no children are permitted to go with you not even their own) however you must keep to the following.

BOATS – Read and sign form on notice boarding dining room confirming that you meet conditions of form K. Also read the sign on boat shed prior to use, some key points:

- Life jackets/ buoyancy aids must be worn at all times.
- Boats must be lifted, not dragged, into and from the water. Trolleys are to be used for yachts.

- Yachts are to be de-rigged & stored each evening i.e. only used during daylight hours.
- Groups bringing runabouts must comply with the New Zealand Marine Regulations.

EQUIPMENT & CONDITIONS OF USE cont.

Camp Bentzon will provide:

- Fit for purpose equipment and facilities:
- Site familiarity walk around including risks and hazards of all items relevant.
- Activity sheets to support understanding of correct use of CB equipment and facilities

It is your group's responsibility to:

- Ensure all members have the appropriate skills for use of equipment and facilities safely and carefully such to ensure the maximum lifespan of the item
- Undertake for and on behalf all persons under your control, supervision or authority that they will conduct themselves in an orderly and responsible manner.
- Ensure children are supervised at all times especially when using any items/equipment
- All equipment is returned to storage cleaned and in good repair and that any damage or hazards are reported.
- All buildings and facilities used are to be treated with respect, kept clean and hygienic during stay and left as found. Please report any damage immediately to the Camp Managers
- Remove all rubbish and recycling off-site to Sandpit free council bins or home.
- Ensure no dogs are brought to Camp Bentzon without written approval from the Managers.
- Use only cleaning products suitable for septic system (please no bleach/chlorine based products)
- No disposable wipes disposing of them down the toilets stops the waste system
- Bunkroom mattresses and pillows are not to be removed from the rooms for any reason.
- Each group is to respect preserving good relationships on Kawau Island. No private property is to be entered without the owner's permission. This is gained through the camp managers
- No live trees bush or flax is to be felled or cut.
- Only dead trees or dead foliage are to be used for bivouacs. These can only be built in the blue pole marked area and must be dismantled before you leave
- North cove is a small marine eco-system please remember this if taking shellfish/fish to eat. Help us to take care of the nice marine environment we enjoy here.
- Fires only to be lit in Camp supplied fireplaces (at times due to weather conditions this may be restricted)
- Noise: Please keep the use of stereo equipment within reasonable times and volumes. The environment is a very peaceful quite one and neighbours need to be respected. All noise must be reduced to an appropriate level from 10pm - for example we should not be able to hear you at the Managers house (if we can hear you so can the neighbours).
- You undertake that the following activities will be prohibited throughout the period of your occupation:
 - Possession or use of illegal drugs or substances.
 - Please don't bring chewing gum as it is left in inappropriate places.
 - No firearms, air pistols, rifles or fireworks are to be used on the island without written approval from Camp Manager.

BOOKINGS

We are happy to accept "Pencil Bookings" however the deposit is required within 7 days from the date of booking to confirm the desired dates. Failure to return the completed booking form supplied, together with deposit may result in the booking being automatically cancelled without notice.

- By signing the application for hire you accept responsibility for the group and their conduct.
- Group leader needs to bring an up to date list of all people that will be attending camp
- Equipment is for use on a "Dry Hire" basis i.e. you are responsible for yourself Camp Bentzon does not supply instruction, coaching or a rescue service. Unless Camp Instructors are running a session they will not be looking out for you. Staff will not always be on site.
- All rates include the use of most equipment.
- 20% discount June to August bookings (does not apply to the nightly charge amount)
- Your group will be charged for breakages and damage to any equipment or buildings.
- Camp Bentzon Management may terminate your hire and use of the camp and its equipment immediately without notice if you breach any of these Terms & Conditions of Hire or any other terms or conditions that we advise you of.

If this happens you must vacate the camp at your expense immediately and you will not be entitled to any refund of deposit or other fees paid to us.

HEALTH & SAFETY

Consult, Cooperate, Coordinate:

Health & Safety documents such as our Safety Audit Certificate , Activity sheets and Risk Analysis Management systems (RAMs) are available upon request. The safety audit established that our Safety Management Systems and delivery of activities conforms to the Safety Audit Standard for

Adventure Activities: (Kayaking full area – Camp Instructor led)

- All water activities are conducted within 200m of the shore or structure at any time and are supported by a safety vessel as required.
- Abseiling & Rock climbing are outsourced to an external provider who you contract directly to. Please notify Camp Management a minimum of 2 months ahead if using this equipment.
- In support of your own First Aid Leaders, camp managers are members of the Kawau First Response team and are competent in providing medical or other support if necessary.
 - Camp managers are well versed and trained in island evacuation as required

Our Risk Analysis Management systems (RAMs) documents are structured in the form of:

- Area Management Plans = Hazard Register and Risk Assessment particular to either marine or bush environment. (these will be sent on request)
- Activity RAMs = Hazard Register and Risk Assessment particular to each activity. (can be sent prior to arrival upon request)
- Activity Sheets = Information Sheets for Leaders to use post training or briefing to help deliver a quality activity session (Can be sent prior to arrival upon request)
- Incident and Emergency Procedures, found on bottom of each Management Plan & RAMs.

If you have any concerns or questions, contact us before your camp.

Participant Consent – Group’s Responsibility to Gain Consent

Prior to a student coming to Camp it is important that the consenting guardians are informed of the risks associated with the activities provided.

- It is **your responsibility** as Group Leader **to include** Camp Bentzon Risk Disclosure(below) and Participant Consent sections in your consent form that you send to the students / participant’s guardians.
- **When you sign the terms and conditions and confirm your booking with Camp Bentzon, you confirm that you will hold a signed consent form for each student attending which includes our Activity consent.**
- Our programme is based around the assumption that the students participating in a session are physically and mentally able to participate for the entire period of the Activity.
 - Unless prior arrangement has been made
- **If you do not have a signed consent and there is an undisclosed issue causing loss or harm, liability for this lies with the Group.**

Activity consent (you can insert into schools primary consent)

Prior to a student coming to Camp it is important that the consenting guardians are informed of the risks associated with the activities provided. Can you please include the section below in your consent form that you send to the students guardians.

I _____ Consent to myself/ son/daughter/ward participating in all activities at Camp Bentzon

I acknowledge that the location and activities may be of an adventurous nature, and that across the whole site there is potential for trips and falls resulting in cuts/breaks, also insect stings. The range of structured activities may include the marine environment with the risk of emersion in cold salt water, contact with Marine life. There are bush and confidence course activities with potential for moderate falls/cuts/breaks, abseiling wall fall from height. In signing this document I am aware of the general nature of the activities and that these activities represent a change in the participant’s normal routines and may be physically demanding.

Camp Bentzon and its staff make all reasonable efforts to eliminate or minimise the risks but I understand that all hazards and dangers associated with these activities may not be foreseen or may be beyond the control of the Camp and staff.

Please disclose any medical condition which may affect you/son/daughter/ward from participating in an activity which may be physically strenuous, cold, wet, stressful or at height.

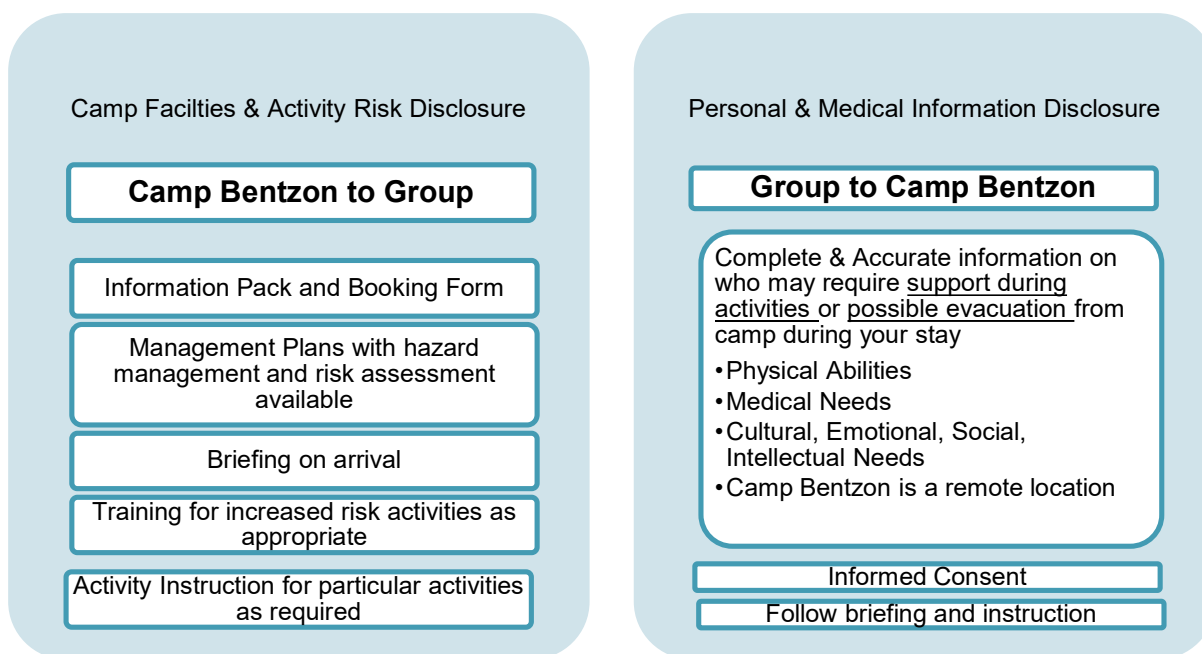
Camp Bentzon Risk Disclosure:

- To be provided to all persons required to give informed consent to participate (e.g parents)

There is an inherent amount of risk involved in all outdoor activities. Camp Bentzon will avoid loss or injury to staff, participants and the public, so far as is reasonably practicable, the details of which the Safety Management Plan and associated Forms and Tools explains and demonstrate. Camp Bentzon takes all reasonably practicable steps to eliminate or minimise these risks to people, the environment and the equipment through industry accepted good practice.

- Camp Bentzon location is of an adventurous nature, across the whole site there is potential for trips and falls resulting in cuts/breaks, and also insect stings.
- Wharf can be slippery with potential for persons to injure themselves or fall into water when stepping from ferry to wharf.
- Camp Bentzon range of structured activities may include the marine environment with the risk of emersion in cold salt water and contact with Marine life.
- Camp Bentzon activities have bush and confidence course activities with potential for moderate falls/cuts/breaks, abseiling wall fall from height.
- Because of the changeable and unpredictable nature of the outdoors risks can never be reduced to zero. Hazards exist that can result in serious harm or even death.
- Hazards include those disclosed, environmental or weather impact and participant or other public behaviour and attitudes.
- Hazards also include client specific hazards. Therefore, full and detailed disclosure of client information and abilities is vitally important as part of two-way disclosure of risk. Camp Bentzon organized activities are generally for anyone reasonably fit and well and may be altered to suit those unfit or unwell.
- Camp Bentzon has an externally audited Safety Management System that identifies significant hazards and risks with processes to eliminate or minimize these hazards and aims to have zero serious harm incidents to clients.

Where your group selects to instruct or lead an activity or experience themselves, Camp Bentzon will provide fit for purpose equipment and facilities as necessary



ADULT ASSISTANT/LEADER REQUIREMENTS

Required Competency and Responsibility of an Adult or Parent Helper to Assist a Camp Instructor on an Activity or Lead an activity:

A critical part of a successful Activity at Camp Bentzon Instructor is suitable Adult/Parent help. Camp Bentzon is structured to allow groups and schools to use equipment and run most activities with responsible Adults.

If the activity is Instructor run the Instructor cannot be everywhere at once so having willing and competent help is also very important. Please read each Activity RAMs for Camp Bentzon Accepted Adult Helper / Assistant Competence in order to meet the requirements

Adult help must be assigned to activities before arrival (see below table) some activities require 2 adults to be assigned prior to arrival they must run the first activity together then one of these adults must be on the activity at all times ie sailing, confidence course and archery and if possible kayaking.

There will be a brief prior to running activities and assistant or leader will be required to sign their acceptance of Responsibility to safely run the activity within the scope outlined by the Camp Managers at this meeting.

Land Activities Adult Assistant/Leader will:

- Have a positive contributing attitude
- Capable of managing a group and making decisions for that activity as per their scope, training and briefing that ensures the safety of their group this includes halting/stopping an activity. If instructor led they will manage the group and make these decisions
- Not necessarily have experience in the activity but be comfortable walking on uneven steep ground
- Provide their own sturdy footwear suitable for uneven tracks and clothing appropriate for outdoor conditions
- Know where the first aid station is
- For Confidence course and Archery at least one of the two trained will remain on the same activity for the duration of camp
- Attend the activity brief and accept responsibility to identify, react and report all hazards. Reacting to a hazard may include modification of activity, halt activity to meet there responsibility of care

Water Activities Adult Assistant / Leader will:

- Be water confident and have a positive contributing attitude
- Capable of managing a group and making decisions for that activity as per their scope, training and briefing that ensures the safety of their group this includes halting/stopping an activity. If instructor led they will manage the group and make these decisions
- Be dressed suitably to enter water if necessary and be wearing suitable footwear for a rocky stony beach
- Know who and where the first aid station is
- Able to swim 50m in open sea
- Able & willing to use a kayak
- Comfortable in rough or unstable weather conditions
- Attend the activity brief and accept responsibility to identify, react and report all hazards. Reacting to a hazard may include modification of activity, halt activity to meet there responsibility of care
- Be capable of ensuring students are in a correct fitting prior to entering water

For Lower-Risk Level Activities & Medium Risk Activities:

The table below lists our activities and their risk level. Above are the requirements to lead or assist in these activities.

For A Higher-Risk Level Activity:

For a school to run any of the activities listed as higher risk in the table on page 8 they must have the activity led by one person with the noted appropriate qualification or equivalent/higher. They will still require a site specific training from the Camp Staff and to sign their acceptance of their Responsibility to Lead the Activity.

- Kayaking: (full area) NZOIA/Skills Active Kayak leader or higher ad no less than 5 days kayaking in the last 6 months.
- Kayaking: (Restricted area) Same Parent/Adult to be in charge and stay on activity all week. Must be highly competent and kayak experienced –no less than 5 days kayaking in last 6 months. Teacher/school is responsible to competency check. Restricted to 100 meters of shore and from Camp Bentzon wharf, east including Starboard arm estuary (see Managers for area confirmation). Must have their own means of communication with teacher on site and maintain this communication throughout session.
- Sailing: Waterwise instructor/Yachting NZ Learn to Sail Coach or equivalent / higher and no less than 5 days sailing in last 6 months. School must have own powered Rescue boat available.
- Abseiling: Must notify Camp Managers in writing min 2 months ahead of using this equipment detailing who you have contracted to run it. Qualifications required are: NZOIA Rock 1 or higher, instructor or External Safety Audited Provider all must have + 5 days climbing/abseiling in last 6 months

Activity Table

Activity & No Adults Required	Instructor / Leadership Requirement	Adult / Parent Help	Equipment Available / Supplied	Location / Activity Area
Abseil/Climbing wall - Higher Risk External Provider (external cost)	External Adventure Activity Registered Provider / Instructors	Professionally Trained	Abseil Tower – External Provider for other equipment	Abseil Tower on Camp Grounds
Kayaking SUP (full area) Higher Risk Instructor led only. 4:1 ratio on water	Camp Bentzon Instructor or Competency checked Instructor prior arrival to meet higher level Risk Pg 7	If own instructor Pre-arrival notification to Camp Manager On-site Brief	24 minnow kayaks 24 sit-on-top kayaks Paddles, Buoyancy aids Activity Sheet	North Cove, Pembles Bay - Vivienne Bay Bon Accord
Sailing. Higher Risk Camp Instructor Led 4:1 on water Two people must run first session together. Thereafter at least one must be on session	Camp Bentzon Instructor Two competency checked adults to meet water activities req pg7	Two people pre-screened and allocated prior arrival On-site Training	10 optimist sailing dinghy's. Mac boat Buoyancy aids. Activity sheet If using own instructor own rescue craft.	North Cove
Snorkelling : High Risk 4:1 on water	Camp Bentzon Instructor if using camp equipment	Able to swim with fins 100m	Mask, snorkel, fins and buoyancy aids. Activity sheet	Beach to Buoy area no more about 100m from shore
Bush Walking Guided. Camp Instructor Led	Camp Bentzon Instructor	Fit on hilly uneven ground, good navigation skills	Instructor has radios, map, first aid kit. Activity sheet	Camp bush area & access to private land
Archery: Medium Risk Two trained people must run first session together. Thereafter at least one must be on session	Competent Leader & meet Land Activity Req above. Be of a strong personality to maintain and enforce rules.	Two people pre-screened and allocated prior arrival On-site Training with archery equip	Range, Targets, Recurve Bows, Arrows. Activity sheet School supplies First aid kit	Archery range on Camp Grounds
Confidence Course: Medium Risk Two trained people must run first session together. Thereafter at least one must be on session	Competent Leader & meet Activity Req above. Be flexible and strong enough to assist. with heights up to 3 metres	Two people pre-screened and allocated prior arrival. On-site training for harness/helmet and activity sheet.	Safety Helmets & Harnesses for Rope/Low Wire. Activity sheet School supplies first aid kit	Right of workshop follow sign
Kayaking SUP(own Leader):Higher Risk restricted area. 4:1 ratio on water One Person in charge all week	Competency checked supervisor from group to Meet Higher Risk Req above. Be prepared to be responsible for a group off Camp premises.	Pre-arrival competency screening by teacher or Board. Own communication	24 sit-on-top kayaks 6 SUPs Paddles Buoyancy aids School supplies first aid kit & own UHF if running SUP	Strictly only front of camp and to the east within 100m of shore
Sailing (own Instructor) Higher Risk 4:1 ratio on water. One person in charge all week	Competency Checked prior arrival to meet higher level of risk above	Pre-arrival screening by teacher or Board. Own rescue vessel& Rams	10 optimist sailing dinghy's Buoyancy aids	North Cove
Bivouac Building: Lower Risk	Competent Leader& meet Activity requirement above	On-site Briefing	Timber do not use live foliage only dead Activity sheet	Bivvy Build Area inside blue marked poles
Bush walking guided yourself	Competent leader & meet Activity Requirement above	Basic verbal instruction recommend you walk first	Must supply own equipment & rams	Private land
Burma Trail: Lower Risk	Competent Leader & meet Activity Requirement above	Activity Sheet	Burma Trail rope Set up.	Uphill behind Accommodation Buildings
Fitness trail: Lower Risk	Competent Leader & meet Activity Requirement above	On site simple brief	Activities low height throughout the bush	Uphill from side of workshop. yellow poles
Row Boat: Lower Risk Ratio 1:4	Competent Leader & meet Activity Requirement above	On site simple brief	Row Boat, anchor,oars	100m from shore
Fishing: Lower Risk	Competent Leader & meet Activity Requirement above	On site simple brief	Own equipment	Wharf/boat/beach
Raft building: Lower Risk Two people	Competent Leader & meet Water Activity requirement above.	On-site briefing	Equipment supplied for 2 rafts. Activity sheet	Beach to swim pontoon
Orienteering: Lower Risk	Competent Leader & meet activity requirements above	On-site brief	Compasses, sheets and course supplied. Activity sheet	Bush around camp follows fitness trail
General Activities	Supervised and run by school. Please set your own rams and boundaries		Volleyball court, fireplace with wood, public beach area	

TERMS AND CONDITIONS OF USING ADULT HELPERS or INSTRUCTORS FOR ACTIVITY
INSTRUCTION OR LEADERSHIP

Parameters of Responsibility – Shared PCBU's

Activity & Educational Outcomes:

- Skills based as in trying a new sport
- Pushing boundaries and comfort zones

Where Camp Bentzon provides activities led by Camp Bentzon staff and contractors with Camp Bentzon owned and maintained equipment:

- Camp Bentzon is responsible for the design, maintenance and implementation of their Safety Management Systems

Where the Group provides activities led by Group Leaders with Camp Bentzon owned and maintained equipment:

- Camp Bentzon is responsible for provision and maintenance of fit for purpose equipment and facilities.
- The Group is responsible for the safety checks, police vetting, selection and assignment of any Group Leader against the required competency
- Camp Bentzon will provide Activity Sheets with short training or briefing for activities detailed above if applicable on arrival to help verify and moderate any Group Leader against the required competency
- Camp Bentzon will provide any additional support during delivery, so far as is reasonably practicable
- If the Group use their own instructors or Adult leaders for kayaking, SUP or sailing (Higher Risk Activities) or outside providers they are responsible for ensuring the person meets Camp Bentzon training and briefing requirements

Where the Group provides activities led by Group Leaders with Group owned and maintained equipment:

- The Group is responsible for the police vetting, selection and assignment of any Group Leader against the required competency
- The Group is responsible for provision and maintenance of fit for purpose equipment
- Camp Bentzon is responsible for provision and maintenance of fit for purpose facilities

Staff – Camp Managers & Activity Instructors

Staff or Instructors that are employed by the Board or sub contracted by the Camp Managers:

- Hold a current and relevant nationally recognised qualification for each activity they run or their competency is ratified by a technical advisor (internal or external). E.g. Skills Active Kayak Leader or Waterwise. Ratification is based on attested equivalent competency of skills, knowledge and experience. Peter & Erin Hyde – Sailing Waterwise Instructor. Skills Active Kayak Leader.
- If they interact with youth have been appropriately vetted and screened, including police vetting.
- Have their competence and qualifications (including first aid qualifications and activity record) recorded and stored in staff files in Camp Managers House
- Have their records of experience and competence including renewal and revalidation requirements recorded on their relevant files
- Will endeavour to run a programme that challenges all students involved yet enables them to participate for the whole session.
- Will work hard to take the students through any period of nervousness or discomfort with encouragement and understanding.
- Will modify the programme as deemed necessary at the time to maximise the result for the group while taking into consideration the conditions and students.

APPLICATION FORM — HIRE OF FACILITIES

Camp Bentzon Outdoor Education Camp
Camp Bentzon (Kawau Island) Trust, Private Bag 905,
Kawau Island, Victoria St West 1142, Auckland
PH 094228807 www.campbentzon.co.nz Email campben@xtra.co.nz

NAME OF GROUP/SCHOOL

ORGANISER

ADDRESS

PHONE: MOBILE: Email.....

(NAME OF PERSON IN CHARGE Group No

Schools only: Nightly rate \$21.90 per person. (Min nightly charge \$1533 off peak Jun-Sept, \$1752 May and Oct and \$1971 for peak times) min 4 nights otherwise min night fee applies

There is a charge of \$235 for each group to cover change over costs. Instructor/Support Equipment \$45 per hour All prices include GST at 15%

4 nights is the minimum booking period unless it is a long weekend. Nightly rates are per night and numbers cannot be averaged over the entire stay, minimum nightly rates would apply.

Above fees apply to day visitors and those sleeping on boats and using camp facilities.

20% discount for June to August bookings (does not apply to minimum nightly charge amount).

All rates include the use of equipment.

Molly Wilson Room: Cost is \$45 per night, excludes kitchen, payable in addition to per head rate. If your numbers are over 85 in the main camp Molly Wilson room is no charge

ARRIVAL DATE ARRIVAL TIME

DEPARTURE DATE DEPARTURE TIME

(Group arrival time is after 11:00am for schools. School Departure is prior 1:00 pm unless arranged with Manager)

Activity Camp Instructors - Activities requiring Camp Instructors (please ring those requires)

Sailing Kayaking Bush walking Snorkelling Abseiling (External Provider) Other.....

Please supply the Days and times the Instructors are required. Supplying a time table separately to this form is ideal. These plans may change due to issues like weather.

- I/We have read and, if Camp Bentzon (Kawau Island) Trust accepts our booking*, accept the conditions of hire as detailed in schedule 4 of the information pack.
- If there are any special conditions, relating to hire or activities, required by us, I/We agree to notify the Camp in writing a minimum of 3 months in advance which allows appropriate time for consideration.
- I/We agree that, if Camp Bentzon (Kawau Island) Trust accepts our booking, Camp Bentzon (Kawau Island) Trust and its agents and employees shall have no liability for loss of property or damage or personal injury arising from the use of the camp and/or its facilities.
- I/we agree to exercise care in the use of Camp Bentzon Outdoor Education Camp and its facilities and will pay for any damage incurred during my/our stay, as required by the Terms & Conditions of Hire.
- By signing below you accept the content of each schedule in the Information Pack and the included terms & conditions. In particular you confirm, the school will hold a signed informed consent for each participant as per Group's Responsibility to Gain Consent/Risk Disclosure & will pass on this pack to any other/new organiser.

Date:

Signature of Organiser

Please confirm booking with deposit of \$1150 Bank A/c ASB Warkworth 123095 0117749 00

*Bookings are not confirmed until: 1. you have paid the required deposit within 7 days of the date that we receive your application 2. We have confirmed your booking via email with receipt for deposit.

Deposit is non-refundable.

Payment for your stay is prior to departure by cheque or by direct debit the following week.

All payments are by cheque or Direct Debit to Camp Bentzon's Bank account ASB Warkworth 123095 0117749 00.

One payment per group. Due to our location cash will not be accepted.

Camp Bentzon reserves the right to cancel bookings & return deposit

