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P.O.Box 56, Stanford, 7210

NPO No: 015-596
Trust Reg No: IT 724/98

Booking Request & Confirmation Form – Milkwood Family Camp

Details of Group

Bookings for specific dates will only be confirmed on receipt of a deposit and signed booking form

Name of Group: _____

Type of Group (School + Grade, Church or Other): _____
If other please supply details

Leaders Name: _____

Address: _____

Contact Details:
Cell: _____
Tel: (H) _____
(W) _____
Fax: _____
Email: _____

Dates of Camp Booking:

From: _____ **To:** _____

Estimated Time of arrival: _____ **Time of departure:** _____

No of Nights: _____ (Minimum of 2 nights for weekends)

Group Size: _____ (Note: Final numbers and requirements must be confirmed **seven (7) days** prior to the commencement of your camp – **this is the number you will be invoiced for**)
Accommodation (Sleeping Capacity – Minimum 20 / Maximum 40)

Type of Camp (e.g. family, school + Grade, youth, mens, ladies or other – please provide details):

Camp Rates

Rates: As quoted (*Items under other will be quoted for separately)

Additional Information required – please indicate preferences or contact our office for more details:

Catered

Self-catered

If “yes”, please write the amount of people in the blocks below.

Full Programming: Yes

No

or

Activities Only: Yes

No

*Other – tick if needed: Wood - Limited supply (no last minute wood requests during your visit)

Catered Option (please indicate meals required)

Rate per night includes 3 meals (e.g. if you start with a supper on the first day then it will include a lunch on the last day)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Breakfast							
Lunch							
Supper							

Deposit Due (Booking will only be confirmed once deposit has been received):

Payable immediately or as agreed with Wortelgat management.

Unless otherwise agreed - R 6000 for catered groups (R 2000 for self-catered groups) non-refundable deposit payable together with the submission of this form in order to secure booking.

Note – If we are unable to accommodate your dates requested we will refund your deposit in full.

Payment Method: Electronic Bank Transfer

Make payments to **Wortelgat Outreach Trust**

Bank Details: Standard Bank Hermanus, Branch Code: 050312, Current Account No: 082251126

NB: Please send proof of payment together with this form – as reference please use your group's name

Indemnity

I/We, the undersigned, hereby indemnify, hold blameless and absolve the Trustees, management and all other persons associated with the Wortelgat Outreach Trust against and from any or all claims whatsoever that may arise in connection with any loss of, or damage to property, or injury to persons taking part in my/our camp or in the course of any programme or activity, in the knowledge that assistance and training is available on request. I/We confirm that all learners and campers have signed the standard school, church or relevant organisations indemnity form which in effect releases yourselves, your employees, agents and contractors from all claims, death, injury, damages, loss or costs arising from the camp.

I/We agree that all facilities are used entirely at our own risk.

I/We, have read this indemnity, fully understand its terms, understand that I/we have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

I/We have read and accept all the relevant information and take full responsibility as the designated leader of the group. I/We further undertake to pay the deposit and outstanding balance on the due dates as agreed.

I/We have read the “General Information”, “Terms & Conditions” and “Rules & Regulations” sections of the booking form, and fully understand the rules stipulated.

Signed: _____ Name (Please print): _____

Date: _____ Capacity: _____

Directions to Camp

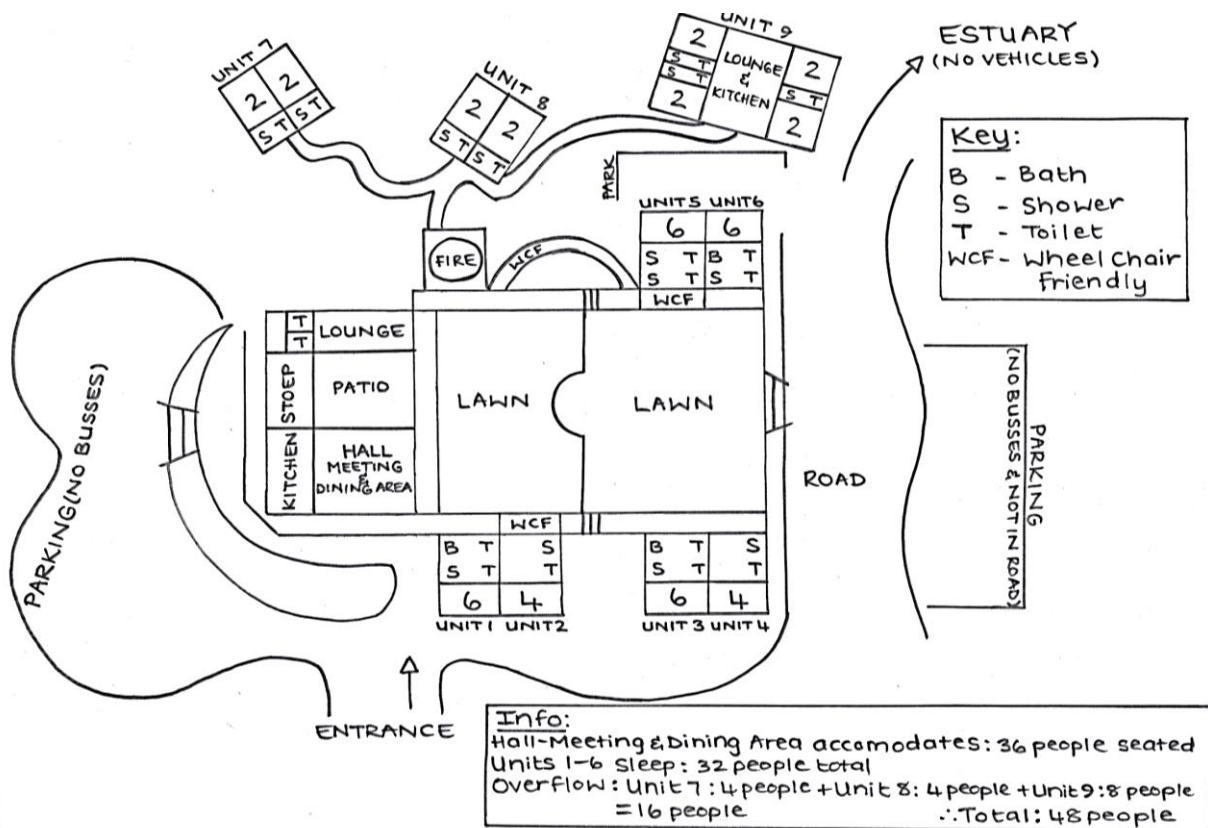
1. FROM CAPE TOWN ON N2

1. Take N2 over Sir Lowry's Pass and take R43 left to Hermanus / Kleinmond
2. Follow R43 through Hermanus onto Stanford
3. At Caltex garage turn right into Stanford - Queen Victoria Street
4. Travel through 2 four way stops to Moore Street
5. Turn left into Moore Street to the next stop street (becomes a gravel road)
6. Travel for 10kms past the chicken farms, Springfontein farm and through Mosaic farm until Wortelgat
7. Turn right into Wortelgat and follow signs to the office

2. FROM SWELLENDAM ON N2

1. Take R326 to Stanford \ Hermanus - about 11 Kms from Riviersonderend
2. Travel straight into Stanford and follow directions above

Milkwood Family Camp Accommodation Layout



Total sleeping is 48

1. Sleeping accommodation is in:

- Unit 1: 6 people – 3 rooms x 2 beds, sharing a bathroom & toilet
- Unit 2: 4 people – 2 rooms x 2 beds, sharing a bathroom & toilet
- Unit 3: 6 people – 3 rooms x 2 beds, sharing a bathroom & toilet
- Unit 4: 4 people – 2 rooms x 2 beds, sharing a bathroom & toilet
- Unit 5: 6 people – 3 rooms x 2 beds, sharing a bathroom & toilet
- Unit 6: 6 people – 3 rooms x 2 beds, sharing a bathroom & toilet
- Unit 7: 2 people – 1 room with a double bed sharing a bathroom & toilet
2 people – 1 room x 2 beds, sharing a bathroom & toilet
- Unit 8: 2 people – 1 room with a double bed sharing a bathroom & toilet
2 people – 1 room x 2 beds, sharing a bathroom & toilet
- Unit 9: 4 people – 2 rooms with double beds sharing a bathroom & toilet
4 people – 2 rooms x 2 beds, sharing a bathroom & toilet

2. Unit 1 consists of a dining room that can be utilised as meeting room, a lounge, an enclosed patio

with blind for meetings and a fully equipped kitchen with crockery and cutlery.

3. Hot showers run off gas.
4. There are outside and inside fireplaces and braai facilities.

General Information

1. Unless otherwise advised arrival and departure times are as follows:

	Week	Weekend
Arrival	11h00	14h00 (Friday)
Departure	11h00	14h00 (Sunday)

2. You need to bring:
 - Your own bedding and towels (Extra bedding is required for winter)
 - Extra toilet paper – we only provide 1 roll per toilet (Additional rolls are available at a cost)
 - Matches and fire lighters
 - Extension cords and plug adaptors if necessary
 - Torches
 - Your own First Aid kit
 - If self-catering bring: Own food, tea towels, washing liquids and sponges, black bags
 - Helpful hints:
 - Bring comfortable hiking shoes
 - Clothes that can get dirty
 - Season appropriate clothing
 - Swimming costumes, hats and beach towels
3. Do **NOT** bring:
 - **ALCOHOL**
 - Pets
 - Candles or gas lamps
4. **Lighting runs off solar power** – there are plug points for cell phones and computers. We discourage the use of other electrical appliances such as radios, CD's etc except when needed for worship or programme purposes.
5. **No heating appliance** such as hairdryers, heaters, kettles and microwave may be used.
6. Refuse removal – all refuse to be placed in black bags and removed to designated area.
7. **Tuck shop is available at Stables Camp but must be requested when booking prior to arrival to Wortelgat.**
8. **N.B No meals** may be taken into the sleeping accommodation.
9. **No other wood** is to be taken from the site.
10. In case of emergency please contact Wortelgat Management on 082 771 6660 or our office on (028) 3410 666.
11. Unless otherwise specified groups are responsible for their own dishwashing of plates, bowls, mugs and cutlery.

Terms and Conditions

1. Final numbers and requirements must be confirmed at least seven (7) days prior to the start of a camp. This is required in order for us to plan and prepare for catering and programming needs. **Note your final invoice will be based on these numbers and requirements.** If actual numbers for a camp are greater than those supplied then we will invoice you separately for the difference.
2. Payment:
The full amount for a camp due to WORTELGAT OUTREACH TRUST must be paid by no later than seven (7) days prior to the start of a camp. If this is not done WORTELGAT OUTREACH TRUST may regard the booking as cancelled by the Client.
3. Cancellations by the client:
No cancellation will be deemed effective if not received by WORTELGAT OUTREACH TRUST in writing. We require 30 days notice of cancellation. Should you not notify us timeously the full deposit will be forfeited, should the camp not be relet. If the cancellation is received within 7 days or less of the commencement of a camp, the following charges will apply
- 7 to 0 days – 75% of the total costs
4. Cancellations by the company:
WORTELGAT OUTREACH TRUST reserves the right to cancel a camp, in any circumstances, and all camps shall operate subject to a minimum number of participants per camp. In the instance where WORTELGAT OUTREACH TRUST cannot provide the camp booked, then WORTELGAT OUTREACH TRUST will return to the client all monies paid, which shall constitute the full extent of WORTELGAT OUTREACH TRUST'S liability to the client, or WORTELGAT OUTREACH TRUST may offer the client an alternative camp of comparable standard.
5. Alterations:
No employee or representative of WORTELGAT OUTREACH TRUST has the right neither to alter, vary, waive the right of these conditions, nor to undertake any liability whatsoever on behalf of WORTELGAT OUTREACH TRUST, unless such be in writing and signed by the members of WORTELGAT OUTREACH TRUST.
6. Baggage:
All personal property, baggage and personal effects are at all times at the participants own risk and WORTELGAT OUTREACH TRUST cannot accept liability for any loss or damage to personal property, baggage or personal effects.
7. Information:
Information given in the brochures, leaflets, and advertising is given in good faith by WORTELGAT OUTREACH TRUST and these are based on the latest information at the time of publication. While every endeavour is made to keep to the prices for camps, WORTELGAT OUTREACH TRUST reserves the right to increase costs at any time due to unforeseen increases to which it may be subjected.
8. Photographic material:
Participants should be aware that the staff and representatives of WORTELGAT OUTREACH TRUST may take photographs and films of the participant while on any camp, and WORTELGAT OUTREACH TRUST reserves the right to use such material for any advertising, brochure or publication without obtaining consent or payment to the participant.
9. Jurisdictions and Law:
This application is subject to the jurisdiction of the courts of the Republic of South Africa and shall be interpreted under the laws of the Republic of South Africa.
10. Severability:
If any part, term or provision of this application is held to be illegal or unenforceable, it shall not affect the validity of enforceability of the remainder of the application. Furthermore, if any covenants are held illegal or unforeseeable by virtue of its scale, extent or duration, it shall remain valid and enforceable in such reduced scale, extent or duration as any court may decide as being the maximum scale, extent or duration permissible.

Rules and Regulations

Rules include but are in no way limited to the following:

1. No person may participate in any activities (including but not limited to abseiling and hiking trails) unless they have been authorised to do so by WORTELGAT OUTREACH TRUST staff or are under the supervision of WORTELGAT OUTREACH TRUST staff.
2. Participants must wear full protective and safety gear for each activity as instructed by any staff member of WORTELGAT OUTREACH TRUST.
3. Participants must engage in all activities in a safe manner.
4. Participants must obey the safety instructions of WORTELGAT OUTREACH TRUST staff at all times.
5. Smoking is prohibited in the camp and restricted to designated areas only. Due to potential fire risk please ensure that all cigarette butts are thrown into bins and not on the ground.
6. Alcohol and illegal drugs are prohibited.
7. No profanity or vulgar language is permitted.
8. No fire-arms or weapons are allowed.
9. No animals are allowed.
10. No candles may be used.
11. Fires may only be made in designated areas.
12. Vehicles may only be parked in designated areas.
13. Campers must obey all posted rules.
14. Campers will be ejected from a camp with immediate effect and without refund for any of the following reasons:
 - a. Fighting or other aggressive or disruptive behavior.
 - b. Using or being in possession of alcohol.
 - c. Using or being in possession of illegal drugs.
 - d. Being in possession of any weapons.
15. WORTELGAT OUTREACH TRUST reserves the right to terminate and eject anyone from a camp at any time for any reason deemed necessary without refund.
16. Violations of rules may result in ejection from and cancellation of a camp without refund.