



### Tui Ridge Park

260 Anderson Rd, RD 2, Rotorua 3072, New Zealand  
Tel: 073323510 Fax: 073323510  
bookings@tuiidgepark.co.nz | www.tuiidgepark.co.nz  
GST Number: 15-750-262

to: *firstname lastname*  
address  
*email*  
*phone and fax*

# booking

## booking

Event:	<i>name</i>	Numbers:	
Dates:	<i>arrivedate to departdate</i>	Catered:	<i>catered</i>
Arrival / Departure:	<i>arrivetime / departtime</i>	First / Last Meal:	<i>firstmeal / lastmeal</i>
Accommodations:		Resources:	

## payment

Deposit:	<i>deposit</i>	Minimum Hire:	
Pricelist:			
Payment:	The non-refundable deposit on this booking form can be paid direct deposit to 03-1545-0012452-00 If you require a GST invoice, please contact our office on 07 332 3510 or by email to bookings@tuiidgepark.co.nz. Please use your booking reference number listed at the bottom of the booking form.		

## terms and conditions

Acknowledgement:	Please take your time to review our terms and conditions. If you have any further questions, please contact our team. TRP = Tui Ridge Park
Booking Confirmation:	Bookings will be confirmed once our team has received a signed copy of the booking form and the non-refundable deposit payment has been made within 14 days of placing the booking.
Group Leaders:	Each booking will require a group leader to liaise with TRP staff. This contact will be responsible for the group and provided all signed documentation required by TRP. This contact will also be the only person to communicate and have the authority to make decisions on behalf of the group.
GSS Online Portal:	Our bookings team will send your group leader an invitation to a personal GSS (Group Self Service) online portal upon making a tentative booking. The GSS is where you will find ALL relevant TRP official documentation you need to complete before the camp start date.
Pricing:	All pricing is displayed and charged in New Zealand dollars and includes relevant taxes. TRP reserves the right to alter published prices at any time. Final pricing reflects on the financial year of the booking. Children are 12 years and under only.
Eligibility Requirements:	All TRP rope activities have age and weight restrictions. The group leaders' responsibility is to ensure that they meet these requirements before the camp's arrival. The max weight restriction is 120 kg (264 lb).
Must Adhere to at all times:	Ensure no smoking or use of electronic vaping devices Ensure no use of illicit drugs Ensure no consumption of alcohol Ensure no pets or animals (except for disability assistance dogs) Ensure no profanity Ensure all children are supervised at all times
Minimum Numbers:	ACTIVITIES - 12 people per activity to run DORMS - A minimum of 30 people per dorm CATERING Weekdays - a minimum of 40 people per meal CATERING Weekends - a minimum of 60 people per meal

<b>Medical / Allergies and Dietary Considerations:</b>	<p>Before arrival for your TRP camp, you will be required to disclose any medical / allergies and dietary conditions onto TRP official documents.</p> <p>The above conditions will not automatically exclude you or any participant from your group from participating in the camp.</p> <p>However, this will be considered, and we will contact the group leader to provide the best possible service. These must be provided two (2) weeks before the camp start date.</p>
<b>HAC's and AMP's:</b>	All HAC's and AMPs must be signed and uploaded as PDF to the GSS Portal two (2) weeks prior to the camp start date.
<b>Documentation:</b>	All documentation requested from TRP is to be filled out on official TRP documents. All documentation is to be uploaded onto the GSS (Group Self Service) in PDF format only.
<b>Sleeping Plans:</b>	Our bookings team must have the group sleeping plans before their first meal. This is to ensure a copy is kept in the office in case of an emergency.
<b>Packed lunches:</b>	When groups depart on a Friday and want a lunch option, it is compulsory to have a packed lunch option. This option must be selected two (2) weeks prior to the camp start date.
<b>Day Visitors:</b>	If a group will have day visitors, TRP needs to have each sign in at the main office. If day visitors want to stay for meals, they also need to pay on arrival.
<b>Damages:</b>	<p>The group leader will take full responsibility for any injury, damage, or loss caused by the acts or omissions, whether negligent or otherwise, and will have to replace the total amount with the monetary value.</p> <p>This could include the immediate removal of the group and be charged for the total amount of the original invoice.</p>
<b>Check-in / Check-outs:</b>	<p>Check-in times are between 12 pm - 5 pm only (unless made by prior arrangement).</p> <p>Check-out times can vary. However, all provided accommodation must be vacated by 9.30 am.</p>
<b>Weekends:</b>	<p>TRP is owned and operated by NNZC (North NZ Conference of the Seventh Day Adventist Church). Due to our beliefs, we do not work or offer instructed activities on Saturdays.</p> <p>We can provide uninstructed activities (instruction folders and appropriate equipment will be provided) with prior arrangements.</p> <p>Weekend bookings (Friday, Saturday, or Sunday) must be paid in full before the camp stay.</p> <p>The Check-in process for weekends will be sent via email to the group leader.</p>
<b>WiFi:</b>	<p>TRP has public WiFi available for purchase at \$10.00.</p> <p>Two complimentary vouchers will be provided for each Deluxe Cabin.</p> <p>Two complimentary vouchers will be provided for the school or event group leader.</p>
<b>Speed Limits:</b>	Please ensure all group participants adhere to the appropriate zone speed limits at all times as signposted.
<b>Keys:</b>	<p>Keys will be issued to the group leader.</p> <p>We will ask the group leader to sign these on behalf.</p> <p>If a key is lost, we charge \$50.00 per key for a replacement.</p>
<b>Main Gate:</b>	<p>The main entrance gate will be shut by your host or the last TRP staff member to leave for the day.</p> <p>A gate code will be presented to the group leader upon check-in.</p> <p>This code will also be signed by the emergency phone in the foyer.</p>
<b>GYM:</b>	Use of the GYM you agree to not have food or drink (other than sports bottles) in the main areas. If groups want food or drink whilst hiring the gym will, we will provide our ABC Conference Room.
<b>Linen Packs:</b>	TRP linen packs are available for hire at \$10.00 per pack.
<b>Laundry:</b>	<p>TRP does have public laundry facilities onsite available for use.</p> <p>\$3.00 per cycle - BYO Gold Coins.</p>
<b>Changes to activity rotations:</b>	<p>Activity requests and rotations must be sent through to TRP as soon as possible and no later than three (3) weeks before the camp start date. TRP reserves the right to make changes to these at any time due to weather, instructor availability, other groups, and numbers.</p> <p>TRP will try to the best of its abilities to accommodate all needs and requests.</p> <p>Activity groups must run at 12 people. However, this depends on overall numbers. Significant reductions in numbers closer to the camp date will likely result in fewer groups.</p> <p>The group leader must ensure they have enough parent/teacher helpers for each activity group (a minimum of 2).</p>
<b>Cancellations:</b>	<p>A non-refundable deposit will be charged for any cancellations within three weeks before the camp start date.</p> <p>Full price refund (excluding the non-refundable deposit) or transfer to a new booking will be accepted if more than four weeks out from the camp start date.</p>

COVID-19: Cancellations are due to change in alert levels advised from NZ GOVT.  
TRP will work with the group leader to first try to a) transfer the booking to a new camp date or, if that isn't available, b) provide a total price refund (including the non-refundable deposit).

No Shows: If a booking is a 'no show' (group to check-in at the agreed time), TRP will contact the group leader. Once contact has been made and is aware that the booking is no longer going ahead.  
TRP reserves the right to charge the total price of the loss of potential income from the group.

Liability: Every effort is taken to ensure the comfort and safety of each guest, and the staff of TRP will exercise due care.  
TRP staff will not incur any responsibility or liability whatsoever for any accident or illness to any guest or damage to other guest's property that may happen through any circumstance.  
You also agree not to run activities on-site without authorization from TRP Management. Children must be supervised at all times.

Agreement: I have read and understood the terms and conditions and agree to abide and enforce these onto the group. (Group leader or person with authority to act on behalf of the organization)

**Name of Authorised Person:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ *FMT* **Date:** \_\_\_\_\_ *FMT* **Position:** \_\_\_\_\_ *FMT*

Address: 260 Anderson Rd, RD 2, Rotorua 3072, New Zealand

**Booking #** *number* **Form #** 28 **printed on:** 17-Aug-2021