



Bushsports Events Booking Form

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PO Box 5054 Kingsdene NSW 2118

Coordinators Details

Program: _____

Date: Day _____ Month _____ Yr _____

No. of People: _____ Times: Start _____ To _____

Location: _____

Menu Selected: _____

Quoted Costs

Program Cost: \$ _____

Facility Hire: \$ _____

Set Up Fees: \$ _____

Catering: \$ _____

Extras: \$ _____

Credit card Fee 3% \$ _____

TOTAL: \$ _____

Please supply a list of:
Names, Ages, Role (business),
Special and Dietary Reqmnts.

Group Fitness rating
 Low Medium
 Good High

Name: _____

Occupation/Role: _____

Company: _____

Department: _____

Ph wk: _____

Fax: _____

Mobile: _____

E-mail: _____

Address: _____

Post Code: _____

2nd Contact Name _____

Ph: _____ Email: _____

Privacy: We collect information for confidential record keeping and contacting clients.

Is there anything we should know? ie Focus Points, Outcomes, Special Requirements, Dietary Needs, Disabilities etc.

BOOKINGS For Events and Team Building programs. Please complete this form. Further terms & conditions page 2.

- 50% Deposit required to confirm program, balance payable prior to the program. Programs within 14 days require full payment.
- Payments by credit card (AMEX, VISA or Mastercard) require additional 3% for processing fees. No charge for Cheques or Direct Debit/EFT.
- Upon payment you will be sent a Confirmation Kit, Tax Invoice Receipt & Tracking Ref #.
- Full payment is required prior to participation.

Payment Details - add 3% for credit card payments, no charge for EFT/Direct Debit.

EFT details: Bushsports AustraliaBank: St George Bank BSB: 112-879 Account Number: 160 871 753

VISA or MC _____ | _____ | _____ | _____ Expiry: ____ / ____ Security code: ____

AMEX _____ | _____ | _____ Expiry: ____ / ____

Deposit 50% \$ _____ (for bookings >14 days from program date) (Office: A1 # _____ Date: _____)

Balance owing \$ _____ (will be debited 1 day prior to program) (Office: A2 # _____ Date: _____)

TOTAL \$ _____ (required when booking and making payments within 14 days of the program)

Card name: _____ Signature: _____ Date: _____

Acceptance

I on behalf of _____ (organisation) book the above activity/program with Bushsports, accepting and agreeing to the terms and conditions on this document.

Coordinators Signature: _____ Todays Date: _____

Please fax back ASAP to **Bushsports** Fax: 02 9630 3436
Full confirmation kit and tax invoice receipt will be sent upon approval.

Date Received _____ Authorised _____ Confirmation Kit by Email, Fax, Letter. Date Completed _____ Initialled _____



Bushsports Terms and Conditions: Team events.

Payment

- A minimum 50% holding deposit is required to secure the program.
- 100% full payment for all programs booked within 14 days of program date and programs unless other arrangements are formalised.
- Credit card transactions: A 3% processing and handling fee is charged separate to program costs.
- EFT or Direct Debit; no extra charges incurred, Details in Contract and on Tax Invoice.
- Program is confirmed once this contract acceptance is signed and a 50% deposit or full payment has been received and cleared.
- All programs must be paid in full and cleared, prior to participation.
- Bushsports reserve the right to charge late booking fees for less than 14 days notice, at 1% cumulative for each day less than 14 days.
- Payments not received by program date will be invoiced a surcharge of 1% of total program costs cumulative for each day late.

Numbers

- Minimum Final Client Numbers are required 14 days in advance of program
- In many instances increases in client numbers may be available.
- Any changes will be charged in full as per agreed total amount.
- Minimum Client numbers and value quoted or contracted will be charged.
- Any increase in Client numbers will be charged at a per person rate.

Cancellations

- Greater than Twenty Eight Days (>28) written notice will incur an administration fee of 15% of total costs.
- Less than Twenty Eight Days (<28) but greater than Twenty One days (>21) written notice, 25% of total costs must be paid.
- Less than Twenty One Days (<21) but greater than Fourteen days (>14) written notice 50% of total costs must be paid.
- Less than Fourteen (14) days written notice: 100% of total costs must be paid.
- Any non refundable monies paid by Bushsports to other parties on behalf of the client must be reimbursed.
- Failure to attend or cancellation with no written notice will result in no refund and all outstanding monies are required to be paid in full.
- If in the event a program is cancelled on the day due to extreme weather conditions or other natural and or terrorism acts which prevent the program from proceeding and no other alternative to alter the program date exists, Bushsports offers a 25% cancellation clause.

Transfers / Date & Program Changes

- Greater than Twenty Eight (28) days written notice is a 10% amendment fee, less than 28 days to 14 days is a 20% amendment fee.
- No changes to program, dates, minimum charges and minimum numbers accepted within Fourteen (14) days of the program.
- Refunds are not available.
- Any non transferable component of monies paid by Bushsports to other parties on clients behalf need to be paid.
- Bushsports reserves the right to alter accommodation, locations, conference venues, activities with comparable locations & venues
- An alternative route or comparable activity may be provided at Bushsports discretion on the day in lieu of programmed activities.

Waivers

- Full payment and signing a waiver of liability / acceptance of risk for each delegate may be required prior to participation.

Warning

- Bushsports adventures are real adventures and therefore have associated risks typically encountered in the programmed activities which are typically beyond the normal risks encountered in work and home environments.
- The client and its organisation are responsible to make themselves familiar with all risks and their ability to cope with such activities.
- By following instructions and safety practices, real risk and the potential for injury is minimised.
- All actions of the clients is the contracted company's and participating individuals responsibility.
- Personal insurance is the decision of the individual, Bushsports does not automatically provide personal insurance.
- If in any doubt of the physical and emotional capacity of any participants we encourage you and your delegates to seek doctors advice.
- Bushsports holds a current public liability policy to the amount of \$10million.

Damages

- All damage, loss or theft of equipment, environments, facilities, transport must be covered and paid for in full within 48hrs of the program
- Bushsports takes no responsibility for damage, loss or theft of personal equipment in any venue or left in the care of Bushsports.

Liability

- Bushsports and its agents are liable only for the amount of the program contracted, no liability is accepted beyond the total costs agreed to in this contract.
- Bushsports accepts no responsibility for any equipment left in the care of or provided by any other person or company.
- The Client shall at its own expense adequately insure and keep insured against public risk and workers' compensation liability
- The Client shall indemnify and hold indemnified Bushsports staff and the Company from and against all actions, claims, demands, losses, damages, costs and expenses which the Bushsports staff or the Company may sustain or incur or for which the staff or the Company may become liable in respect of or arising from performing the agreed services unless the losses and damages are caused by the willful or negligent act or omission of Bushsports.
- Bushsports will not be required to provide the services detailed if prevented by doing so by the acts or omissions of the Client or the Client's staff, or by acts of terrorism or natural disasters.
- The Client will indemnify Bushsports for any loss, claim, damage or expenses incurred by the Bushsports as a result of any breach of contract by the client, of which these Terms are part.

Responsibility

- Bushsports only accepts responsibility for the programs and activities which are under the direct guidance and instruction of Bushsports employees.
- The ultimate responsibility of the client is the client themselves and the organisation which has elected to participate in the program.
- Subcontracted accommodation, transportation and activities are the responsibility of the individual organisations and operators.

Weather

- Programs continue despite changes in weather conditions, or due to rain. Slight variations in the program may be encountered.
- Ensure all guests are prepared for: Rapid weather changes, Wet, Hot or Cool conditions experienced in outdoor environments.
- Suitability of conditions for all programs is determined by Bushsports directors.
- Program may at Bushsports discretion be altered in the event of inclement weather conditions, or due to safety and access considerations.