

LIVING WATERS LODGE

RULES AND REGULATIONS

1. CONTACT DETAILS.

Living Waters Lodge (Lilly Christian College)

MANAGER: Mr. Andre Wessels

EMAIL: lillychristiancollege@gmail.com

TELL: 078 557 4906 or 071 581 9039

2. BOOKING PROCEDURES.

- Please complete the booking form with **all** necessary information and email to us.
- Minimum groups of 50 and maximum for camps is 500.
- Halls will be quoted on a daily basis.
- If linen is required, please specify.
- On receiving your booking form, a quote will be send to you.
- To finalise the booking you must officially accept the quotation and confirm the booking by mail.
- Pay the deposit as it is set out in the quotation. As soon as possible. To be certain of your booking, pay at least 3 weeks in advance. **Send proof of payment to us.**
- You are now booked.

BANKING DETAILS.

Lilly Christian College.

STANDARD BANK

Branch code: 016-145

Acc: 3714 03367.

3. DEPOSITS.

- Your deposit will include a **refundable** breakage deposit and a **10%** deposit on the quoted amount. **Pay 3 weeks in advance of camp date.**
- The full outstanding amount must be paid 48 hours prior to the start of your camp/lodging.
- The deposit will be forfeited on cancellation of your booking.
- The breakage deposit will be withheld in case of breakages and damages to the buildings and the balance will be paid back after repairs have been done.

4. FINAL ARRANGEMENTS.

Five days prior to the camp you need to finalise the number of persons attending the camp.

- If there are less people on arrival, the final number given to us will be taken and an invoice will be issued on those numbers. Food is already bought at that stage.

- If there were more than the given number, the invoice will be adapted and you will pay more.

5. ARRIVAL AT THE CAMP

- Check in times is strictly between **2pm and 7pm** on the incoming day.
- Rooms will be allocated to the number of persons decided. (e.g 5 per room).
- One person will receive a key to that room if required and **pay a R20** deposit.
- There will be a list to complete if any faults or breakages occur in a room. This list must be handed to management as soon as possible after the room was inspected.
- On the same list please give names and cell nr's to confirm the numbers of visitors and in case of property left at the camp on departure.

6. ROOMS AND INVENTORY

- Each room has an inventory list that must be kept exactly the same.
- No beds or mattresses to be taken out of a room.
- Lights must be off during the day.
- Geysers will be regulated by management according to national regulations.
- No heaters, kettles or irons are allowed in the rooms.
- Rooms to be kept neat and tidy.
- **NO SMOKING ALLOWED IN ANY ROOM.** Co-ordinators to give a dedicated area.

7. DINING HALL

- We have set times for meals
 - 07:00 – 08:00 – Breakfast
 - 13:00 – 14:00 – Lunch
 - 18:00 – 19:00 – Supper
- If you want to deviate from that, prior arrangements must be made with management.
- A fee of R500 will be charged per night if workers have to work later than 22:00.
- We have set MENU's for each meal. To deviate from that you need to arrange it with management. Dietary requirements (Vegetarians) must be stated on your booking form.
- No cutlery or crockery to be removed from the dining area.
- There will be allocated areas in the dining hall where leftovers and cutlery must be placed.

8. SAFETY

- **NO SMOKING** – Unless in dedicated areas.
- **NO LOUD MUSIC** – Turned down at 22h00 and OFF at 23h00.
- **SOUND IN THE HALL MUST BE REGULATED.**
- **NO FIRES ALLOWED** – Unless in the braai-area and it was arranged with management.

- PREMISES TO BE LEFT NEAT AND TIDY .
- GATES WILL BE LOCKED AT 22:00 EVERY NIGHT.
- DAY VISITORS – Will not be allowed in rooms.

9. TUCK SHOP

The tuck shop will only be opened at certain times as arranged by the co-ordinator and management.

Times will be printed outside.

10. DEPARTURE FROM CAMP

- Please make sure that everything is collected by the persons in each room.
- Hand in your keys at the reception to receive your R20 deposit. Persons who lost their key or damaged it, will not be refunded.
- Check out: Strictly before 10:00 (As we need to clean for persons booking in at 2pm)

PROVISIONS

- Living Waters Lodge/Camp does not accept responsibility for DAMAGES or PERSONAL belongings lost or stolen.
- Living Waters Lodge/Camp will not be held responsible for any claims as a result of advice given, consulting, or any other help given by speakers or workers.
- Living Waters Lodge/Camp will not be held responsible for any lost theft or injuries.

I _____ (Co-ordinator or responsible person)

with ID number _____ and contact number _____ accept

all abovementioned RULES and REGULATIONS.

SIGNATURE

DATE.

ENJOY YOUR STAY WITH US.