

# Rubicon Outdoor Centre

Ph: (03) 5773 2285

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## Nayook Campus:

610 Nayook-Powelltown Road  
c/o Post Office  
NEERIM JUNCTION, VIC, 3832  
Ph: (03) 5628 4210  
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## Rubicon Campus:

R.M.B. 264 Rubicon Road  
THORNTON, VIC, 3712  
Ph: (03) 5773 2285  
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## BOOKING CONDITIONS

In the interests of fair trading, unless otherwise arranged in writing, all services and programs will be based on the following terms and conditions:

### SITE MANAGER

Rubicon has a live-in Site Manager who is on call by arrangement during your occupancy.

### PLEASE NOTE:

Commercial or for-profit groups and incorporated sporting groups must supply a copy of a current **Public Liability Insurance Certificate** prior to your arrival.

### BOOKINGS AND DEPOSITS

A booking will only be confirmed when a non-refundable deposit is received at Rubicon. Deposits are due, unless otherwise arranged, 4 weeks prior to arrival.

A Bond may be requested, and will be repayable if the site is left in reasonable condition.

### PAYMENT of BALANCE

Payment of the balance owing and a completed Campers' Register is due prior to your arrival.

In the event of extra persons in your group requiring accommodation, accommodation will be provided (if available) and they must register and pay the Site Manager on arrival at the Centre.

The Group Leader/Organiser is responsible for ensuring that payment is made on the Group's behalf.

### DAMAGE

The Group's Organiser is responsible for reporting damage to the Site Manager. Payment for any wilful damage is the responsibility of the Group Leader, and an account will be issued for such damage.

### HOUSE RULES FOR GROUPS in RESIDENCE

For non catered groups, cooking facilities are available in Sugarloaf House and the main Kitchen. Please ensure all utensils, crockery and cutlery are thoroughly washed, dried and returned to the appropriate place after use. Benches, stoves, ovens, tables and floors should also be cleaned properly after use. Dishwasher is to be emptied, wiped clean and turned off. Fridges are to be emptied and cleaned.

Unless otherwise arranged, groups should supply their own food, linen and towels (rubbish bags, tea towels and detergents excepted).

Please check that the area is clean and tidy and that heaters, stoves, etc are all off before leaving.

A pillow, doona, doona cover and blankets are provided for each bed, but that Health Regulations require all guests to have or hire sheets and pillow slips. Each person should bring two sheets and a pillow case.

Please leave the dormitories clean with bins emptied, curtains and windows left open and blankets and doonas neatly folded.



Department of Education and  
Early Childhood Development

Email: [rubicon.oc@edumail.vic.gov.au](mailto:rubicon.oc@edumail.vic.gov.au)

Website: [www.rubicon.vic.edu.au](http://www.rubicon.vic.edu.au)

ABN: 60 975 712 471

## SAFETY & FIRE PRECAUTIONS

Notices are posted in buildings informing guests of exits and fire alarm procedures. Please ensure your group is familiar with these procedures. Heat and smoke detectors are located within all rooms and are linked to a system control outside the First Aid room in the Lounge. In the event of a fire, an alarm – a continuous bell – will sound. Everyone should assemble at the cricket pitch until further instructions. The Site Manager will check the fire system. (The fire alarm system will be activated if anyone interferes with a detector).

## **BOOKING CONDITIONS Cont.**

Vehicles should be parked in the car park provided. It is a potential fire risk to park around the buildings.

Groups will be briefed on arrival by the Site Manager on Out-of-Bounds Areas, Clean-up and recycling responsibilities, quiet times etc.

Users are asked to respect the rights of others on site. There is a private residence on site and families living in the village below the camp. Music should be kept to a medium level, with the glass doors closed if the sound system is on. We ask that noise be kept to a minimum after 10.00pm

Rubicon Outdoor Centre is a Victorian Government facility, and smoking is not permitted on site.

The group leader should ensure the Campers' Register, Accident & Illness Form and the Client Report are completed.

**PLEASE ENSURE ALL PEOPLE IN YOUR GROUP ARE AWARE OF THESE CONDITIONS**