

Section 1 - Upholding Katoomba Christian Convention Vision and Mission

1. Katoomba Christian Convention's passion is to see our nation transformed by Jesus Christ through the powerful preaching of the Bible. Our mission is to operate conventions that support churches by leading and modelling in the reformed evangelical faith and calling people to holiness in daily life through the prayerful and passionate expository preaching of the Bible. Katoomba Christian Convention Ltd owns and operates KccRetreats. KccRetreats is situated on land owned by Katoomba Christian Convention Ltd and therefore, all intending users of the centre should be aware that no part of the premises may be used for any purpose contrary to the Christian faith or Judeo Christian values. Groups must not promote religious beliefs or practices that are inconsistent with KCC Retreats' vision, mission and the Christian faith, values, and practices. KCC Retreats reserves the right to void any contract of hire should it become aware that a group's aims and objectives are inconsistent with the vision and mission of KCC Retreats.

Section 2 - Safety

1. First aid is the responsibility of each group. All groups are asked to bring their own first aid kit (we have a limited emergency supply only), and have someone in the group as a designated First Aid Officer. Centre staff are to be informed of any calls made for emergency services immediately after the call is placed.
2. The person booking the site will be responsible for the safety, welfare, and conduct of the group, including ensuring that KCC Retreats' requirements are observed and that there are an adequate number of group leaders who are appropriately skilled. KCC Retreats staff should be provided with a written list of all group participants and supervising staff names (the room planner is sufficient), plus an itinerary or planned routes for any offsite activities. Guests must comply with all reasonable directions of KCC Retreats staff. KCC Retreats management reserves the right to ask any person who disregards the rules of the site to leave the property. Any conduct inconsistent with KCC Retreats' vision and mission may be deemed unacceptable and may void the contract of hire at KCC Retreats' discretion.
3. KCC Retreats requests that all groups bringing children to the centre ensure that supervisory staff attending with the group have been screened according to Working with Children legislation.
4. KCC Retreats requests that self-catered groups utilise skilled caterers who have a Food Safety Certificate. KCC Retreats has no responsibility or liability for any issues resulting from any catering not provided by KCC Retreats.
5. Campfires may be arranged with KCC Retreats subject to fire restrictions. No fire may be lit by guests on the site without the prior consent or arrangement of KCC Retreats staff.

Section 3 - General Information

1. No illegal drugs, smoking, or alcohol is permitted at the centre. An exception may be made to allow one alcoholic drink with a meal with the prior written approval of KCC Retreats staff.
2. No animals or pets are to be brought onto the property.
3. Guests are to take reasonable care of their property while on site.
4. Groups are to respect KCC Retreats' bush environment, flora and fauna, buildings, facilities, and equipment.
5. Groups are only permitted to access the buildings and facilities to which they have been allocated.
6. On arrival, groups are to make contact with KCC Retreats staff and be given authorised entry before taking up residence.
7. All bedding is to remain in the rooms and must not be taken outside or transferred to other rooms. In the interest of hygiene, a sheet and pillowslip are required on every bed, even if sleeping bags are used. The number of guests sleeping in each room is not to exceed the number of beds. It is expected that groups will accommodate males and females in separate bedrooms except for families. Food and drinks are not to be taken into the bedrooms.

8. Please observe the centre speed limit, which is 10 kph. Drivers failing to observe this limit will be directed to remove their vehicle from the property for the duration of their stay. All vehicles parking on the property are at the owner's risk. Please only park in areas as directed or signposted in your booked centre. A serious breach of this rule resulting in safety concerns may result in a vehicle being towed away at the owner's expense.

9. If a group remains for a prolonged period after their agreed departure time without prior organisation, we reserve the right to charge extra as appropriate to cover our costs.

Section 4 – Noise

1. No amplified or other loud noise is permitted before 8am and after 10pm. Guests are asked to show consideration for our residential neighbours and staff on site.

Section 5 - Confirmation and Payment

In order to confirm your booking, we require this signed contract to be returned along with your deposit as outlined below:

Payment Schedule

- Initial Deposit - Upon Booking - 20% deposit
- 2nd Deposit - 90 days prior to arrival - Additional 25% deposit
- 3rd Deposit - 60 days prior to arrival - Additional 25% deposit
- Final Payment of estimated costs + 100% of catering & third-party costs - 14 days prior to arrival

The balance of the estimated costs, a final invoice will be issued after the event for any extra costs incurred.

In the event that any payment or part thereof remains unpaid after 45 days from the invoice date, then we reserve the right to charge interest at the rate of 3.0% per month compounding, payable on such overdue monies from the date referred above.

Credit card payments - Please note that KCC Retreats reserves the right to charge a 1.7% credit card fee for any credit card payments.

Section 6 - Minimum Payable, Final Numbers and Visitors

1. Many of our centres have minimum payable costs. The minimum amount payable for your group will be detailed on your booking contract. We will require your group's final numbers and special dietary requirements (if catered) at least a week (7 days) before your stay unless otherwise agreed. Visitors are welcome during your stay, however, you will need to inform us of numbers and day visitor rates will apply.

Section 7 - Cancellations

Written advice of any cancellation must be received and acknowledged by KCC Retreats. The following cancellation conditions will apply:

Cancellation Fees

- In excess of 90 days - Loss of deposit
- 89 – 60 days - 30% of the estimated event costs + third-party costs
- 59 – 30 days - 50% of the estimated event costs + third-party costs
- 29 - 14 days - 75% of the estimated event costs + third-party costs
- Less than 13 days - 100% of the estimated event costs + catering charges + third-party costs

*Estimated event costs are based on accommodation, meeting spaces, activities, and resources.

Section 8 - Damages and Extra Cleaning

1. Breakages and damage should be reported immediately to staff, and an appropriate charge will be added to your invoice. All clients will be responsible for the cost of excessive cleaning, damage, or breakage sustained to the property of KCC Retreats during an event arising from want of care, misuse, or abuse on the part of the client. This includes any person permitted by the client to be on the centre's premises or otherwise occasioned by any breach or default of the client and will pay the cost of making good such damage or breakage within seven days of the submission of an invoice from the centre.
2. We require that groups that are self-catering clean the kitchens to the same standard they are found.

Section 9 - Liability

1. KCC Retreats will seek to exercise due care and ensure the comfort and safety of your group. KCC Retreats and KCC Retreats staff/employees are not to be held liable for any incident, accident, or sickness of any guest or damage to any guest's property that may happen to arise through any circumstance, with the exception of negligence, a wilful act, or omission by KCC Retreats or KCC Retreats staff.

Section 10 - Further Information

1. If because of unforeseen and unavoidable circumstances the rooms or space reserved for your function become unavailable, KCC Retreats reserves the right to substitute a similar or comparable area. KCC Retreats will use its best endeavours to advise the client within a reasonable period of time prior to the date of the function and the client will have the right to withdraw or vary the booking as a result of such advice. KCC Retreats reserves the right to book other groups in adjoining centres or meeting areas at any time.

Section 11 - Conventions and Large Groups

1. No client may sell any item (e.g. goods, food & beverages) on site unless approval has been given by KCC Retreats management. Most areas of KCC Retreats can be catered for, and therefore organisers or clients are not permitted to bring food and beverages to a function for sale or consumption unless prior permission has been obtained from centre management.
2. In the event that the client wishes to use the name of Katoomba Christian Convention, KccRetreats, KCC Retreats centre, or any similar reference in its advertising or brochures, excluding reference to the location of a function, written permission must first be obtained, and a copy of the proposed form of advertising or brochure submitted to KCC Retreats and approved prior to publication. KCC Retreats reserves the right to cancel the function if this condition has not been fulfilled and particularly if KCC Retreats becomes aware of advertising which KCC Retreats finds to be objectionable or harmful to the purposes of KCC Ltd. Any cancellation by KCC