



## CAMDEN HEAD PILOT STATION

PO Box 301, Laurieton, NSW, 2443, Australia

Camden Haven Community College, Reserve Trust Managers  
www.camdenheadpilotstation.org.au

### RENTAL AGREEMENT

*The Camden Head Pilot Station is a not for profit community facility.  
Holiday accommodation income is used to maintain and enhance this unique place.  
You can help us by leaving the Pilot Station in the same condition in which you found it.*

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ between the Camden Head Pilot Station Trustee (the Trustee) and \_\_\_\_\_ (the client).

The client agrees to use the Camden Head Pilot Station situated at Pilot Beach, Dunbogan (the Pilot Station) for holiday purposes only.

The client will have use of the Pilot Station from 2.00 pm on the \_\_\_\_\_ day of \_\_\_\_\_ 200\_ to 10.00 am on the day of \_\_\_\_\_ 200\_.

On signing this Agreement the client will pay to the Trustee a deposit of \_\_\_\_\_ dollars (\$ \_\_\_\_\_). The balance of the rental and charges must be paid no later than the \_\_\_\_\_ day of \_\_\_\_\_ 2009 being four (4) weeks prior to taking up use of the Pilot Station.

The deposit and balance may be paid as follows:

- o by way of cheque made out to Camden Head Pilot Station and mailed to **Camden Head Pilot Station Accommodation Co-ordinator, Camden Haven Community College, P O Box 301, Laurieton NSW 2443 Australia**. Please return a copy of both pages of the completed agreement with your cheque.
- o by way of credit card. To do so please telephone the Camden Haven Community College on 02 6559 6699 between the hours of 9am and 3pm.
- o By direct deposit – account details are:  
Account Name: Camden Haven Community College  
BSB No.: 802-214  
Account Number.: 24712

Please notify by email – [chace@tsn.cc](mailto:chace@tsn.cc) when such payments have been made referring to the amount, date and your name so we can ensure such payments are processed correctly. For both credit card and direct payment deposit please return the signed holiday agreement by email (as above) or by fax (02) 6559 6727 or by post.

If you cancel your booking with 90 days or more notice the deposit will be refunded after deduction of a cancellation fee of \$30.00. If you cancel with less than 90 days notice and we cannot re-let the Pilot Station then we cannot refund the deposit. If the Pilot Station is re-let the deposit less a cancellation fee of \$30.00 will be refunded to you.

Should the Trustees need to cancel the booking due to unforeseen circumstances then the Trustee reserves its right to cancel the booking. In this case the full deposit will be refunded to the client.

The Client agrees with the Trustee to the following Terms and Conditions which form part of this agreement.

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### Camden Head Pilot Station

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### TERMS & CONDITIONS

By making a booking and paying a deposit the client agrees to be bound by the following Holiday Rental terms and conditions:

1. The client will pay the rent prescribed in this document.
2. The Pilot Station reserves the right to alter the rental fee and the terms & conditions of rental without notice.
3. No refund of any unused portion of a holiday will be made.
4. The Pilot Station premises are rented to you for holiday purpose only, for the period stated on the Letter of Agreement.
5. The client will not assign or sub-let the whole or any part of the premises
6. A maximum of six (6) people can be accommodated in the Pilot Station and surrounding property overnight.
7. Clients are asked to arrive after 2pm and vacate by 10am (alternative times by special arrangement). Unless special arrangements are made guests may be charged a late checkout fee of \$50
8. The key to the track chain, the garage, the cottage (and the boatshed) can be collected as arranged with the accommodation coordinator.
9. The Pilot Station is fully equipped **except for BED & HOUSE LINEN.**
10. The Pilot Station is a pet-free facility. Pets are not permitted in the Pilot Station buildings or grounds.
11. The Pilot Station is a Non Smoking facility. Smoking is not permitted inside any of the Pilot Station buildings.
12. The premises must be left **clean and tidy** with furniture and crockery left in the position they were found. A charge of \$100 will apply if the above conditions are not met. The Trustee reserves the right to claim the cost from the guest, or deduct it from the nominated credit card.
13. The Pilot Station has a policy of no (low) chemical use and requests that occupants refrain from using chemicals or sprays in and around the premises. We ask that **foodstuffs be removed** from the fridge before departing. Fish must not be cleaned on the premises.
14. The client will be responsible for damage to the premises, loss or damage to any items including furniture, kitchen utensils, crockery, cutlery and fittings. The client will, within seven (7) days of a demand by the Trustee, pay to the Camden Head Pilot Station the cost of replacement or repair of any such item damaged or lost. Lost Key is \$50.
15. All garbage must be placed in the appropriate receptacles. General Waste – red lidded bin is collected weekly. Yellow lidded bin is for recyclables and is collected fortnightly. Green lidded bin is for organic waste and is collected weekly. Garbage bins are to be put out on **Tuesday evening** and placed on opposite side of road to drive entrance. In the case of excessive rubbish left on the premises a charge of \$30 will be made to have it taken away.
16. The client shall not park vehicles on the premises except in the identified parking areas. In addition, secure parking for one resident's vehicle is available in the northern Pilot Station garage. Visitors may prefer to park in the Pilot Beach car park.
17. Clients and their visitors must refrain from causing a nuisance to adjoining or neighbouring premises.
18. The Pilot Station house site is located within a public bushland reserve. From time to time Council mowing and community bush regeneration activities occur.
19. The client should note that the Pilot Station, from time to time, conducts artistic and/or educational events. Clients will be given notice that an event is taking place prior to occupancy.
20. The Trustee, or its agent, is allowed to enter the premises to repair or inspect the property.
21. No responsibility is taken for the client's or their visitor's personal property left on premises.
22. Failure to comply with any of the conditions will result in immediate termination of occupancy.

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I require the Camden Head Pilot Station and/or the Station Boatshed for the purpose of a holiday only and my fixed place of abode is:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

**MOBILE PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NUMBER OF ADULTS IN RESIDENCE** \_\_\_\_\_

**NUMBER CHILDREN <18 YEARS IN RESIDENCE** \_\_\_\_\_

**SIGNED BY CLIENT**

**SIGNED BY PILOT STATION  
ACCOMMODATION COORDINATOR**

**PLEASE COMPLETE ALL RELEVANT DETAILS AND RETURN WITH DEPOSIT  
TO CONFIRM YOUR BOOKING**

PREPARED BY PILOT STATION SUB COMM APPROVED BY MGMT COMM	July 2007 V.1						
REVIEWED BY PS MANAGER & ACCOMM CO-ORD	Feb 2009 V. 2						
REVIEWED BY MGMT COMM	26 Feb 2009 V. 3						
REVISED BY PS MANAGER, MANAGER, DELEGATED MGMT COMM MEMBER	4 March 2009 V.4						
APPROVED BY MGMT COMM	19 Mar 2009 V.5						

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