

Appendix 3.1

Waharau Challenge Ropes Course Booking Procedures

1. Please book the Waharau Challenge Ropes Course:

Waharau OEC Trust
C/o Heinz Ofner
6 Colonel Barton Glade
St.Johns Park
AUCKLAND 1072

Phone: 09 521 3135
Fax: 09 521 3135
Email: ofner@xtra.co.nz
www.manurewa.school.nz/waharau/

2. The following information is required:

- name of your organisation
- contact person
- contact address, e-mail address, phone and fax numbers for both work and evenings
- preferred dates for hire
- likely number of participants
- likely facilitators of the Waharau Challenge Ropes Course activities

3. You will receive:

- a) a confirmation of your booking
- b) an invoice for your booking fee
- c) a hire agreement form for your completion
- d) Facilitator Equivalency Attestation form if not on Active Facilitator file.

Booking fees are deductible from the final invoice, but non-refundable if the booking is cancelled or changed to alternative dates. Alterations in booking dates (within 14 days before use) will require a further booking fee.

4. Hire Agreement

A hire agreement must be completed and returned prior to using the facility. Keys will not be issued until the hire agreement has been returned. The booking agent will post or fax receipt and confirmation of booking.

5. Key pick up

The Caretaker will meet your group and check out gear.

6. Key return

The key and completed user forms must be returned to caretaker on last day of hire after gear has been checked.

Appendix 3.2

WAHARAU CHALLENGE ROPES COURSE HIRE AGREEMENT

This agreement must be completed and returned prior to any use of the Waharau Challenge Ropes Course facility by an authorised agent/representative of the organisation hiring this facility. Keys will not be issued without the return of the completed Hire Agreement.

(Full name of individual or organisation hiring WCRC)

of _____
(Full address of individual or organisation hiring WCRC)

agrees to hire the Waharau Challenge Ropes Course facility on the following dates:

using the following facilitator: _____

(NB.If facilitator is not on WCRC Active Facilitator File, an Attestation of Facilitator Equivalency form must be completed – see Appendix 3.3)

under the following terms and conditions:

1. Operate and manage the WCRC in accordance to the *WCRC Code of Practice*, its Policies and Procedures (*a copy is situated on site in the gear shed. Further copies can be viewed at Rosehill College*)
2. *As per Chapter 3 of the WCRC Code of Practice:*
Ensure that at least one facilitator has attended a Project Adventure New Zealand Safety Skills and Standards workshop and has the necessary current skills, knowledge and experience to safely operate this facility, including gear retrievals and ability to perform a high rope evacuation, eg. cutaway rescues if using high ropes elements.
3. *As per the WCRC Code of Practice:*
Ensure that all other persons assisting in the operation, management or facilitation of the WCRC facility, paid or voluntary, have the necessary knowledge, skills and experience to do so safely.
4. Ensure that the key return and locking facilities are arranged with the Caretaker upon arrival, and the Users Log and Inventory List are posted to the Waharau Booking Agent (address on Booking Procedures Page: Appendix 3.1) immediately after use of facilities.
5. Ensure qualified first aider on site as well as providing a primary first aid kit.
6. Agree to complete daily user log and contact immediately the booking agent in the event of loss or damage of equipment.

7. Agree to pay in full the replacement cost of damaged, lost or stolen equipment, e.g. carabiners, glazed ropes etc. including the labour, travel and freight associated with the necessary replacement.
8. Agree to pay within fourteen (14) days on receipt of invoice the hire fees accrued during the period of hire.
9. Agree to pay interest on overdue hire fees and the cost of damaged, lost or stolen equipment, at the rate of 18% per annum for the full period that these remain unpaid.
10. Agree to pay the replacement cost of any lost or stolen keys.
11. WCRC reserves the right to decline bookings to any individual or organisation when they:
 - Fail to comply with the WCRC Code of Practice, its Policies and Procedures.
 - In the view of WCRC and/or its agents, do not have the necessary knowledge, skills, experience or commitment to safely operate the WCRC facility
 - Fail to comply with the terms and conditions of this Hire Agreement.
12. Refrain from making or having made duplicates of keys for the WCRC.
13. Accept responsibility for the safe operation and management of the WCRC throughout the hire period stated on the booking confirmation form.
14. Accept liability for any accident, injury or loss associated with the WCRC throughout the hire period as stated on the booking form. Furthermore, indemnify the WCRC's owners and agents for any liability as a result of any action or inaction of the hirer or their charges during the period of hire as stated on the booking form.

*signature of the authorised representative of the organisation hiring
the Waharau Challenge Ropes Course and date*

ACKNOWLEDGEMENT OF RISK

Waharau Challenge Ropes Course involves a variety of activities that often include warm-ups, games, group initiative problems, and low / high challenges. The level of participation in these is entirely up to the individual, yet there is a risk which each participant must assume, that he or she may suffer emotional or physical injury.

I acknowledge and accept that part of this programme may be physically or emotionally demanding and that there is an inherent risk of injury.

Signed: _____ Date: _____

Appendix 3.3

ATTESTATION OF FACILITATOR EQUIVALENCY

The purpose of this document is to confirm for the Waharau Outdoor Education Centre Committee that:

Name: _____

Address: _____

Phone: _____ (wk) _____ (hm)

has the necessary knowledge, skills and experience to deliver in the following areas (see below), in a safe and appropriate manner and to a standard equivalent to that required in the Waharau Challenge Ropes Course Code of Practice.

Documentation to be sighted:

π Appropriate logged experience with similar client groups

π Safety Skills and Standards Certificate - Date completed:

π Date of latest peer review: _____

π Current First Aid Certificate - Expiry Date: _____

Attesting Facilitator

Name: _____

Address: _____

Phone: _____ (w) _____ (ev)

Signed: _____ Date _____

π Copy of relevant documentation attached

Original of this document to be held by: Waharau Outdoor Education Centre Bookings Officer

Signed: _____ Date _____