

# CAMP BOOKING FORM: 2023-2024

Camp date: *Arrive on* - \_\_\_\_\_ *Depart on* - \_\_\_\_\_ Min Nr of Learners: \_\_\_\_\_ Quoted Rate pp (incl. VAT): \_\_\_\_\_

Name of organization / school / group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Tel nr: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Do you accept that **NO ALCOHOLIC BEVERAGES** may be brought onto our premises by anyone in your group (if brought, group will be asked to leave immediately)?  
 YES  NO (*If No, booking cannot be accepted*) Do you require Extra Evening Supervision:  Yes  No @ **R1000 per night**

Select Arrival/Departure Times:  **Option 1**  **Option 2**  **Option 3 - Customized**  
*These options cannot be changed at a later stage.*  
 1<sup>st</sup> Day - Arrival after 10h00 1<sup>st</sup> Day – Arrival after 14h30 1<sup>st</sup> Day: \_\_\_\_\_  
 Last D: - Depart before 09h00 Last D: – Depart before: 14h00 Last Day: \_\_\_\_\_  
 First Meal: Own Packed lunch - Last Meal: Breakfast First Meal: Dinner - Last Meal: Breakfast Only if quoted as such.

**Terms & Conditions:**

- ❖ **FIRST DEPOSIT:** Kindly contact us for an available camp date, before sending the booking. After an available date has been given to you, please complete & send this booking form, along with proof of payment for the **R5000.00** deposit. Deposits are non-refundable and non-transferable, under any circumstances.
- ❖ **PAYMENT METHODS:** Eft deposits accepted. **NO CASH DEPOSITS & CHEQUE PAYMENTS ALLOWED.** If done, a R500 fine will be added to a separate invoice, along with bank charges incurred. Please note that cash deposit banking fees have become very expensive (up to 15% of amount deposited).
- ❖ **BANKING DETAILS:** **MARANEMAN – FNB – CHEQUE – ACCOUNT NR: 6300 2012 051 – BRANCH CODE: 250 655 – REF: GROUP & CAMP DATE**
- ❖ **BOOKING:** Please note that no booking is confirmed if you did not receive a CONFIRMATION OF BOOKING letter from our offices.
- ❖ **SECOND DEPOSIT:** A second deposit of 30% of your total camp fee (based on the minimum nr. of guests booked for) is payable no less than 3 months before your booked camp date. If your camp takes place less than 3 months from the time you made the booking, a 30% deposit (based on the minimum nr. of guests booked for) will be required upon booking.
- ❖ **FINAL BALANCE:** is due no less than 15 workdays before your actual camp date. If paying by cheque, please ensure that it is done in time for the cheque to be cleared at least 10 days prior to when your camp takes place.
- ❖ **CANCELLATIONS/DATE MOVES:** Due to the nature of our business our premises are booked far in advance, and we will not be able to find a replacement for your date (for which we showed many groups away to keep it for you), on short notice cancellations. These terms apply to all cancellations made for any reason whatsoever (even when Departmental Approval is not given, or if parents/school board wants to cancel). No exceptions. **91 Days or more, before booked camp:** If a camp is moved more than 91 days before your booked camp, any payments made to us will be allocated towards an alternative date. If your camp is cancelled in this period, a 100% refund is given. **16-90 Days before booked camp:** A cancellation fee of 80% of your total camp fee (based on the minimum number of guests booked for) will be payable, if your camp is cancelled between 16-90 days before your booked date. **15 Days (or less) before booked camp:** No refunds are given if your camp is cancelled or requested to be moved, 15 days or less before camp date... and full payment will still be required, based on minimum numbers booked for.
- ❖ **NATIONAL STATE OF DISASTERS:** In such circumstances camp dates will only be moved if lockdown regulations specifically prevent the camp from taking place. The camp date may be moved to any available date within a three-month period after the regulation has been lifted. If a new camp date was not booked within the period stipulated, any payments made to us, will be forfeited. Please note date-moving does not apply to authorisation not given by the Department of Education, nor if the school board or parents don't want to go ahead with the camp, as our contract is entered into between ourselves and your school, and we are able to offer the services booked for. Maraneman cannot be expected to carry such losses again. If a camp is cancelled or must be moved within 10 days prior to the camp arrival (due to lockdown regulations preventing the camp from taking place), a 40% payment of the camp fee will not be transferred to the next camp date (as a portion of the food and other expenses need to be paid by client), and full payment is still required before the initially booked camp date to assist with our overhead expenses at the time. If a camp is cancelled, while the camp is taking place, no refunds or transferring of camp date can be offered. No refunds are given, for any reason whatsoever.
- ❖ **FINAL NUMBERS:** We require you to confirm your *Final Guest Details in writing*, on our **FINAL NUMBERS FORM** (which you will receive with your confirmation of booking), no less than 15 workdays prior to your visit. These details will be used to place food orders and make final arrangements for your camp. No refunds will be given for guests who were included on that form, who did not show up for camp. Any additional guests above what was specified on the **FINAL NUMBERS FORM**, who arrive at camp, must be paid for in cash or via EFT, upon arrival. Please note that if this form is not sent to us on time, we cannot guarantee enough facilitators for your group size at ratio of 1:35. It is imperative that we receive these details in time, to adequately prepare for your visit.
- ❖ **LATE PAYMENTS:** A R500 fee will be charged per late payment made (applicable to the Second 30% deposit, Final balance payment and cheques that do not clear in time, as stipulated). Please understand that we are given more administrative responsibility to make calls and emails, reminding clients for payments that were due, as per our arrangements made. These fees are not applicable to special WRITTEN arrangements made and agreed upon by us, upon booking.
- ❖ **TERMS & CONDITIONS:** All T's & C's set out on our quotations sent, along with any other correspondence sent regarding your visit, are binding.
- ❖ **VENUE RULES:** It is the responsibility of the camp organiser to inform everyone in their camp group of our venue rules and regulations. No refunds will be given to any guests/groups who are asked to leave our premises due to not adhering to our venue rules. We reserve the right to refuse admission and service, to non-co-operative guests.

You are required to book for at least 20 guests unless special arrangements were made with us. 1 x Free admission, for every 35 guests – **But this is not applicable to any specials & promotions.** Please remember that if your group is less than 228 guests, you may share the facility with another group (unless other arrangements were made by the office in WRITING only). Please ensure that your ratio of female & male learners in the group does not exceed the size of the dormitory rooms allocated. Dorms are not shared by males & females, nor is it shared with other groups. Sharing Ratios: **20-114pax: Max 57 Female & 57 Male Learners; 115-228pax: Max 114 Female & 114 Male Learners; 229-350pax: Max 175 Female & 175 Male Learners.** If you book for a group of 228+ learners, you will have exclusive use of venue, but will be expected to pay for a minimum of 228 learners, even if less join camp (as other groups were shown away for the same date).

Number of Adults: \_\_\_\_\_ Males: \_\_\_\_\_ Females: \_\_\_\_\_ (How many couples are included: \_\_\_\_\_) Bus drivers: \_\_\_\_\_

Adult Accommodation is limited as follows: \_\_\_\_\_ Room Allocations are decided by our office.

Groups of 20-114 - <b>Max 4 Adults</b>	Groups of 115-228 - <b>Max 8 Adults</b>	Groups Larger than 229: <b>Max 12-16 Adults</b> (if 4 couples are included).
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Type of Camp:  Leadership Identification  Leadership Development  Gr 8 Ice-Breaker  Sport & Fitness  Teambuilding  Fun/Youth Camp  Other \_\_\_\_\_

# CAMP MENU

Kindly note that we offer a **SET DAILY MENU** to assist with streamlining our catering systems and procedures. It will also enable us to offer our clients a higher standard of service delivery, placing emphasis on better quality and a more balanced variety during your visit.

## **How does it work?**

Your menu will be served, based on the weekdays you will be visiting us. I.e. If you visit us on a Monday to Wednesday, you will be served the meals specified on Monday to Wednesday on the Set Daily Menu. You will only be served with the meals that fall *within your Arrival and Departure times*, as booked.

## **Morning Arrivals must bring OWN PACKED LUNCH for learners/youth.**

Learners/youth must please bring their OWN PACKED LUNCH along to camp, for the day of arrival (unless an additional lunch was ordered and quoted, or if they arrive after lunch time). Educators or Adults accompanying the group, will be served a lunch by our kitchen, but the learners/youth will enjoy their own packed lunch inside the dining hall. Afternoon arrivals will enjoy Dinner as their first meal and will only be served breakfast on departure day (unless an additional lunch was ordered and quoted).

## **What about Halaal & Vegetarian guests?**

All meals on the *Set Daily Menu*, will specify the Halaal and Vegetarian replacement meals available. Due to the price difference in catering for *Vegetarian guests*, we do charge an additional *R46 per night/per Vegetarian guest* (incl. VAT).

## **What about Gluten Intolerance, Wheat-Free, Vegan, Banting, Lactose Intolerance, Food Allergies and other Specialised Food requirements?**

Unfortunately, we do not cater to any of these. Guests with such requirements are welcome to bring their own prepared meals to camp, which we are able to warm up for them.

# Menu

**KITCHEN OPERATIONS:** Meal times will be served at 07h00 or 08h00 (Breakfast); 12h00 or 13h00 (Lunch); 18h00 or 19h00 (Dinner). The time slots will be determined by the camp program-set up by our offices. Special requests will be accommodated where possible, but the latest time we will be able to serve dinner is at 20h00, as our kitchen closes at 21h00. If you suspect your group may arrive later than 20h00, we suggest you rather not book dinner for the arrival night.

\*\*\*\*\* **IMPORTANT NOTICE** \*\*\*\*\*

**CLIENTS MUST BRING THEIR OWN PACKED LUNCH FOR LEARNERS/YOUTH ON ARRIVAL DAY!!**

## BREAKFAST MENU

1 x Yoghurt cup ☉	✓	2 x Toast with Butter & Jam ☉	✓	Coffee & Tea ☉	✓
2 x Scrambled Eggs/French Toast ☉	✓	Fresh Fruit ☉	✓	Juice ☉	✓
<b>SERVED WITH ONE OF THE FOLLOWING SELECTIONS EVERY DAY (AT NO ADDITIONAL CHARGE)</b> <i>(These additions will be alternated every day, but will be chosen by our kitchen for logistical purposes)</i>					
3 x Fish Fingers ☉ / Cocktail Cheese Puffs		Savoury Mince / V Mince		2 x Flapjacks with syrup ☉ (also V)	
		2 x Cocktail Cheese grillers / V Sausages ☉		Savoury Vienna's (20g/pp) / V Sausages	

## DAILY SET MENU

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
<b>LUNCH:</b>  Spaghetti Bolognaise Carrot Salad & Cucumber Salad.	<b>LUNCH:</b>  Hot dogs Tomato Relish & Potato Salad	<b>LUNCH:</b>  Chicken Stew with Rice/Pap Noodle Salad & Carrot Salad.	<b>LUNCH:</b>  Chicken Pasta Beetroot Salad & Coleslaw.
<i>Halaal/Vegetarian: Beef is replaced with Vegetarian Mince.</i>	<i>Halaal Friendly* Vegetarian: Vienna replaced with Veg/Sausage.</i>	<i>Halaal Friendly* Vegetarian: Chicken replaced with Vegetarian Fillet.</i>	<i>Halaal Friendly* Vegetarian: Chicken replaced with Vegetarian Fillet.</i>
<b>DINNER:</b>  Chicken a la Maraneman Green Beans & Pumpkin Puffs.  Dessert: Marshmallow Braai	<b>DINNER:</b>  Beef Stew with Rice/Pap Baby Carrots & Sweetcorn Fritters  Dessert: Malva Pudding & Custard	<b>DINNER:</b>  Hamburgers Relish with Potato Salad.  Dessert: Jelly & Custard	<b>DINNER:</b>  Chicken Pie Green beans & Baby Carrots.  Dessert: Stick-bread Braai
<i>Halaal Friendly* Vegetarian: Chicken replaced with Vegetarian Fillet.</i>	<i>Halaal/Vegetarian: Served without the Beef. Vegetables only.</i>	<i>Halaal: Beef replaced with Chicken Vegetarian: Beef replaced with Vegetarian Patty.</i>	<i>Halaal Friendly* Vegetarian: Served without Chicken.</i>

FRIDAYS	SATURDAYS	SUNDAYS
<b>LUNCH:</b>  Macaroni & Cheese with Chicken Viennas Cucumber Salad & Carrot Salad.	<b>LUNCH:</b>  Chicken Pasta Beetroot Salad & Coleslaw.	<b>LUNCH:</b>  Chicken Curry with Rice/Pap Noodle Salad & Carrot Salad.
<i>Halaal Friendly* Vegetarian: Dish is served without Viennas.</i>	<i>Halaal Friendly* Vegetarian: Chicken replaced with Veg/Fillet</i>	<i>Halaal Friendly* Vegetarian: Chicken replaced with Veg/Fillet</i>
<b>DINNER:</b>  Chicken Potjie with Rice/Pap Sweetcorn Fritters Dessert: Tinned Fruit Salad & Custard	<b>DINNER:</b>  Beef Stew with Rice/Pap Green Beans & Pumpkin Puffs Dessert: Malva Pudding & Custard	<b>DINNER:</b>  Hamburgers Relish with Potato Salad. Dessert: Jelly & Custard
<i>Halaal Friendly* Vegetarian: Chicken replaced with Veg/Fillet</i>	<i>Halaal/Vegetarian: Beef replaced with Veg/Mince</i>	<i>Halaal: Beef replaced with Chicken Vegetarian: Beef replaced with Vegetarian Patty.</i>

\*Marshmallow Braai will always be your first dessert after dinner, on your day of arrival.

## OPTIONAL EXTRAS THAT CAN STILL BE ORDERED FOR CAMP (Incl. VAT)

Packed Lunch for day of departure: 1 x Hotdog, 1 x Boxed Juice, 1 x Fruit V/Sausage for V / Chicken ☉	R57.50pp	Triangle Cheese Sandwiches as snacks (2 x Triangles pp) ☉	R28.75pp
Birthday Cakes (1 Cake serves 35) Chocolate or Vanilla only. ☉	R402.50pp per cake	Extra Coffee/Tea Session	R34.5.0pp
Extra Fruit as snacks (1 x pp) ☉	R17.25pp	Extra Hot Chocolate Session ☉	R34.50pp
Extra Biscuits (For Coffee/Hot Choc Sessions) – 4 x pp ☉	R28.75pp		

☉ Halaal Friendly Items – All Menu Items are subject to change, without prior notice, as some items might be out of stock or subject to price increases.

**CAMP RATE CALCULATOR (INCLUDING VAT):**

Quoted Rate per Night/pp:	R	pp/pn	x _____ nights	=	R	pp
Total Other Extras/pp: Description -					R	pp
Total Other Extras/pp: Description -					R	pp
Total Other Extras/pp: Description -					R	pp
Total Other Extras/pp: Description -					R	pp
<b>TOTAL CAMP RATE PER PERSON:</b>					R	pp

**FOR VEGETARIAN GUESTS OF YOUR GROUP (INCLUDING VAT):**

*THIS PORTION OF THE CALCULATOR ONLY HAS TO BE COMPLETED IF YOUR GROUP CONSISTS OF SOME VEGETARIAN GUESTS*

<b>TOTAL CAMP RATE PER PERSON (CALCULATED ABOVE):</b>					R	pp
Additional Fee per Vegetarian Guest:	R46.00	pp/pn	x _____ nights	=	R	pp
<b>TOTAL CAMP RATE PER PERSON - VEGETARIAN GUESTS:</b>					R	pp

**SELF CATERING GROUPS ONLY**

<b>TOTAL CAMP RATE PER PERSON:</b>					R	pp
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**TERMS & CONDITIONS:** No meals or drinks are included in this package; Use of kitchen is limited as stipulated; Only up to four (4) delegated persons will be allowed inside the kitchen area during the specified kitchen usage times; Delegated persons must be supervised by an adult at all times if they are minors themselves; No use of pots, cutlery or crockery is included (client to provide their own); Use of stoves, ovens and microwave is included. Access to our cold room and 1 x freezer will be controlled by our staff. No access will be given to our pantry or inventory room. One of our cleaning/catering staff, for every 50 guests, will be on duty to assist with cleaning of the kitchen area and dishes. Kitchen usage times include: 06h00-09h00; 11h00-14h00; 17h00-21h00 daily.

**Important Venue Rules & Regulations**

**ALCOHOLIC BEVERAGES:** No guests are allowed to bring alcoholic beverages onto our premises during their visit. Guests, who are found with alcoholic beverages, will be asked to leave the premises immediately, without any refund whatsoever. This will also apply to any persons who seem to be under the influence of alcohol or substances. Adults, who accompany minors, will be offered a complimentary glass of wine, a cider or a beer with their dinner (if they prefer).

**DECENT CONDUCT:** Indecent or sexual remarks towards our staff will not be tolerated, and such guests will be asked to leave our premises immediately. All guests are expected to conduct themselves in a decent, polite and respectful manner while on our premises... especially since we will be surrounded by minor children. This is a responsibility we take very seriously. The safety and security of minor guests will always be given preference.

**NOTICES:** All guests are expected to adhere to the notices and venue rules shared on our premises, during your stay. Please refer to all notice boards.

**DEPARTURE TIMES:** Guests, who are unable to depart at their scheduled time, will still be expected to vacate all rooms and facilities as booked. No further assistance will also be provided by any of our facilitators, and adults/educators will be expected to oversee minor guests until they are able to depart. Guests will be asked to wait in the shaded parking area, with their luggage, if no alternative option is available at that time.

**SMOKING:** No smoking is allowed inside any bedrooms or facilities, and guests who do not adhere, will be charged a SMOKERS-FINE of up to R2000 per room/area soiled, after camp. Such fee will be payable immediately. Please be sure to explain this to all adults and bus drivers who will be accompanying your group.

**EMERGENCY CONTACT:** All school/church groups are to provide us with the after-hours contact details of your Principal/Leader, in case of an emergency. These details must be included in the RESPONSIBILITY LETTER you will receive (included in Confirmation of Booking documents).

**EVENING SUPERVISION:** Please note that our guides will not be on duty after lights-out, and supervision/discipline of learners will be the Adults' / Educators' (who accompanied the learners on camp) responsibility. We will however be available in the ON CALL room for any emergency assistance.

**NO OUTSIDE GUESTS:** Are allowed to be brought onto the premises, without prior arrangement with the office. These guests are paid for at normal rates quoted.

**PLEASE NOTE THAT ALL FORMS ARE TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE GROUP, SCHOOL, OR ORGANISATION:**

Please sign as acknowledgement that the above information given on Page 1-4 is accurate, and that you have read and accepted all terms & conditions stipulated on this booking form:

\_\_\_\_\_  
FULL NAME & SURNAME (PRINT):

\_\_\_\_\_  
ID NR:

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE SIGNED: