



NCAT AGREEMENT FOR SERVICES PROVIDED

(Please retain a copy for your records)

This is an agreement between the **North Canterbury Alpine Trust (NCAT)** and

School/Group: _____

All undersigned parties confirm that they have read, understood and will action all points in Schedule 1 below.

Contract Start date: _____ Time: _____

Contract End date: _____ Time: _____

SIGNED ON BEHALF OF THE SCHOOL/GROUP:

Contact name _____

Phone _____ Email _____

Signature _____ Date _____

SIGNED BY THE PRINCIPAL /BOARD OF TRUSTEES OR EQUIVALENT

_____ Date _____

SIGNED ON BEHALF OF THE NCAT: Manager

Signature

Date

Private Bag 55002, Orchard Road, Christchurch, 8154
03 315 7082 Email: info@boyle.org.nz



SCHEDULE 1 – ACTIVITY GROUPS

This is an agreement for the provision of the following services by NCAT (delete as necessary)

1. Accommodation in the Boyle Lodge and/or camping
2. An agreed programme of activities for participants
3. Activity sites and equipment for the agreed programme
4. Provision of instructors for the agreed programme
5. Provision of clothing and equipment to suit the conditions

RESPONSIBILITIES

NCAT will:

1. Take all reasonable practicable steps to ensure the health and safety of the participants, staff and assistants attending this event under the Health and Safety at Work Act (HSWA) 2015 and the Adventure Activities Regulations 2016.
2. Maintain its Safety Management System (SMS) in accordance with the requirements of the AdventureMark Safety Audit.
3. Ensure that all employees comply with NCAT safety policies relating to the activities being undertaken.
4. Provide the group with information and training regarding the group's role in safety management while at the Boyle and make sure that all user groups are aware of, and comply with all Safety and Emergency policies and procedures that relate to the use of the Centre.
5. In partnership with the group, develop a programme that delivers the learning outcomes identified by the group.
6. Provide an estimate of charges to be invoiced at the end of the camp.
7. Provide instructors or other staff who are VCA vetted and suitably experienced to provide a safe learning environment and the learning outcomes identified by the group.
8. Provide supporting documents and information to help the group organise the camp (eg: Website FAQs, Programme and Notes, Information For Activity Groups, School & Youth Charges, Group Lists, Gear Lists, Group Staff Responsibilities, Supervision Responsibilities etc)
9. Ensure the Lodge is maintained and available to the incoming group in good, clean condition and maintain all equipment and activity sites in safe working order.
10. Make the final invoice available for agreement with the PIC on departure day. The invoice will be emailed for immediate payment.

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The School/Group will:

1. Provide NCAT with information about the learning outcomes for the camp and any curriculum related requirements (eg: assessment, specific focus or activities etc).
2. Confirm the booked dates and pay the deposit invoice. **This deposit is non-refundable in the case of cancellation.**
3. Provide an estimate of student numbers on booking and final numbers at least **one Term before the camp starts**. Bookings for Instructors cannot be cancelled within **4 weeks of the first day of the camp**.
4. Provide NCAT with information about any specific requirements of the group's Board of Trustees, EOTC policies or Senior Management that relate to this booking.
5. Once the programme has been negotiated, provide any resources and supporting materials or equipment required for the programme. This includes an emergency vehicle to be on site during the camp. The **Programme** and attached **Programme Notes** form part of this agreement.
6. Provide care givers with a Risk Disclosure for activities on the programme as per EOTC Guidelines (see *Information for Activity Groups/Safety*).
7. Provide information to its own accompanying staff that supports the safety requirements of the NCAT SMS, the expectations of the EOTC Guidelines and the requirements of the programme.
8. Prepare participants in advance of the camp (eg: expectations, gear lists, training required for the agreed programme)
9. Provide NCAT, in advance of the camp, with information on any participants with *significant* special needs and negotiate appropriate supervision for these participants with NCAT.
10. Provide NCAT with comprehensive and current medical, behavioural, psychological information on participants to help NCAT staff manage any issues.
11. Reimburse NCAT for any damage or loss caused to the Centre or the equipment.
12. Check and pay the final invoice **on due date** (arrangements must be made in advance with the group's accounts manager for this to happen). **PAYMENT IS REQUIRED ON RECEIPT OF INVOICE**
13. Leave the Lodge in a suitable condition for the next group and remove all rubbish and recycling on departure. Any additional cleaning required will be charged for.
14. Ensure that students are aware of the cell phone rules, decided upon between the School and the NCAT.

Both parties agree that:

1. Either the school/group or NCAT as the provider, reserve the right to withdraw any or all participants from the event if health and safety is compromised.
2. If safety is compromised due to a natural weather event or disaster the camp maybe postponed at no cost to the school/group.
3. If the camp is cancelled for any other reason within two weeks of the camp commencing, full payment will still be made to the NCAT.
4. The camp will be run under normal school rules and expectations **plus** the NCAT SMS policies. In the case of any unresolved concerns, the more conservative option will be adopted.
5. They will comply with all the requirements and conditions in this document, the **'Information for Activity Groups', 'Programme & programme notes', 'School Booking Checklist'** documents provided by NCAT.
6. NCAT cannot be held responsible for the loss or damage to personal property.