

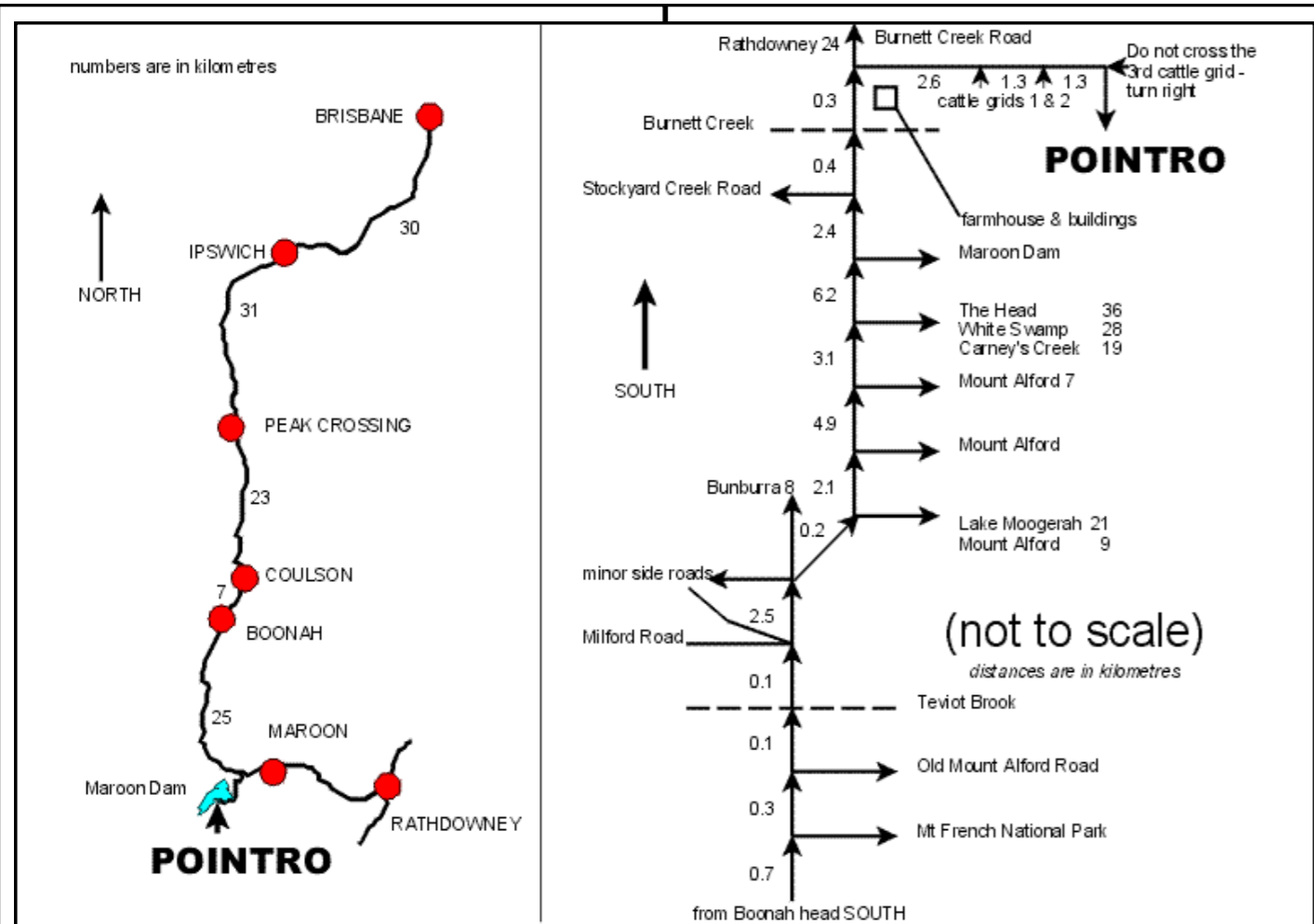


# MINISTRY EDUCATION COMMISSION

(Anglican Church of Australia—Diocese of Brisbane)  
 MEC Centre, St Francis Theological College, 233 Milton Rd, Milton 4064



## TO: THE GROUP HIRING POINTRO MANOR



Please complete this form and return it with the hire fees to the address listed below. Cheques are to be made payable to [Ministry Education Commission](#), PO Box 1261 Milton Q 4064 Ph: (07) 3514 7413, Mob: 0415 319 215. Office hours 1000-1600 Mon-Fri.

- \*\*\* The Caretaker will not accept any payment of hire fees \*\*\*
- You should have read our POINTRO MANOR HIRE INFORMATION brochure. It contains detailed instructions regarding the use and restrictions of all facilities. Further copies are available if required.
  - Please contact Phillipa Pocock, our Caretaker, at least 48 hours prior to arrival so that the Manor may be unlocked. Phillipa Pocock's phone number is 07 54636209. Keys will be available from Phillipa Pocock on your arrival. Please return the keys to the Caretaker on your departure.
  - NO animals, pets, trail bikes or the like are allowed. If in doubt, contact the Caretaker first.
  - Please note! It is the hirer's responsibility to clean The Manor and surrounds after use.
  - PLEASE NOTE: MEC takes no responsibility or accepts any liability for private arrangements made between the Caretaker and the Hirer. Any payments for such arrangements are to be paid directly to the Caretaker.
  - MANOR BOOKING FEE:** A deposit of \$50 is required in order to make a firm booking.
  - HIRE FEES:** This is the Fee Schedule as at **07-Mar-10** subject to change at any time.
  - CANOES**  
 Deposit (to Caretaker) - \$20 (deposit refunded on departure.)  
 Please note! It is your responsibility to ensure the canoes are returned to the storage shed. Do not leave canoes on the dam shore line unattended as they are not secure.

| PRIVATE HIRERS     |                                  |
|--------------------|----------------------------------|
| <b>AGE</b>         | <b>SINGLE NIGHT or DAY</b>       |
| High School & over | \$14 per person per night        |
| Primary School     | \$10 per person per night        |
|                    | <b>TWO or MORE NIGHTS</b>        |
| High School & over | \$12 per person per night        |
| Primary School     | \$8 per person per night         |
|                    | <b>YOUTH &amp; SCHOOL GROUPS</b> |
| <b>AGE</b>         | <b>SINGLE NIGHT or DAY</b>       |
| All ages           | \$10 per person per night        |
|                    | <b>TWO or MORE NIGHTS</b>        |
| All Ages           | \$8 per person per night         |

**9. TELEPHONES**

You are responsible for all calls made on the telephone while you are on the site. A telephone meter is situated at the downstairs socket. Please note the reading at the start and end of your hire time. Calculate the number of units used.

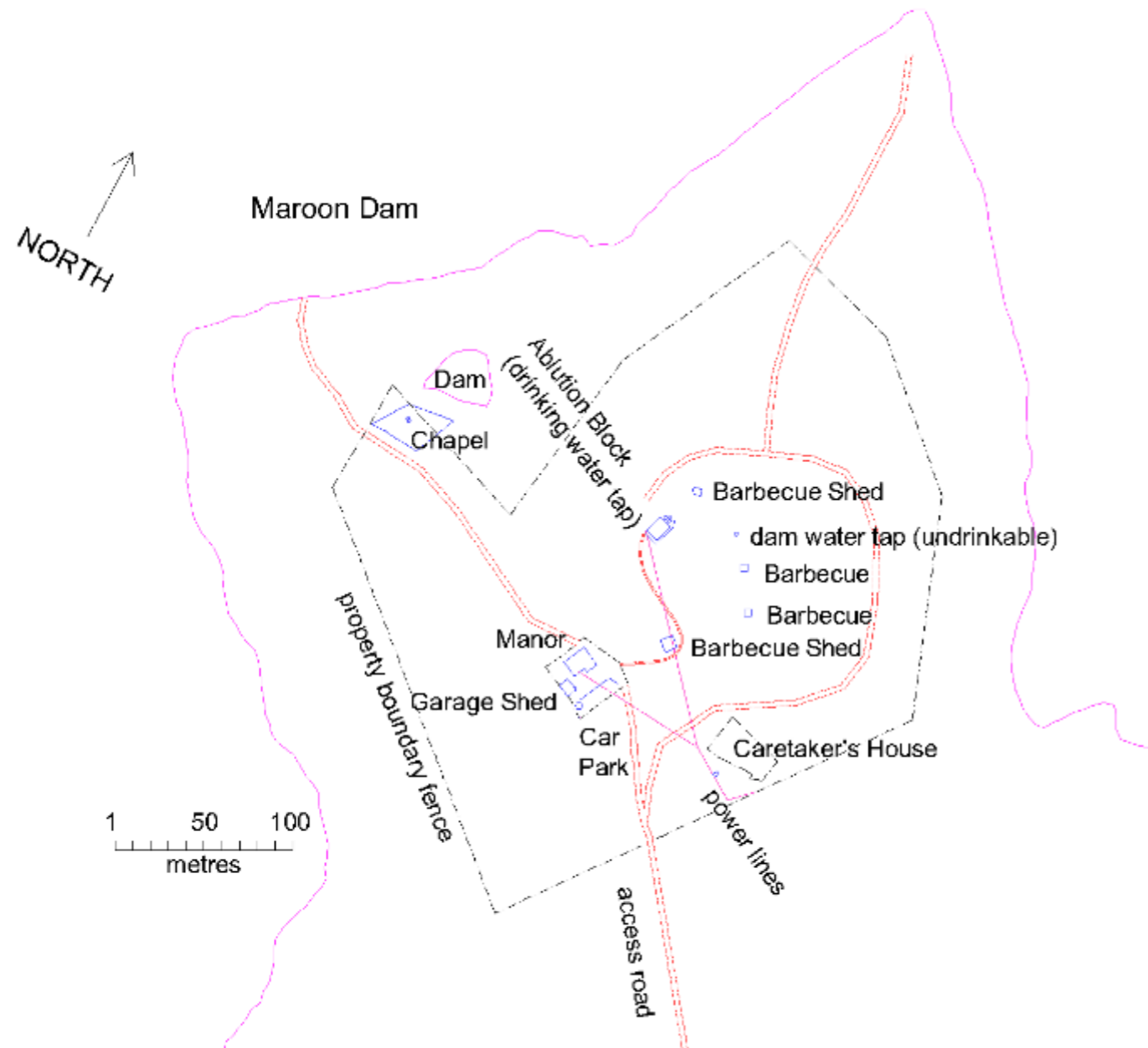
**Please Note:** Groups who do not complete the telephone usage section of this form will have a fee of \$15 deducted from their booking fee refund. If the telephone is not used during your stay, please write N/A (not applicable) on this form.

**10. LOSS or DAMAGE**

Your Group is liable for any loss or damage to our property or equipment. A mutually agreed replacement cost will be calculated by MEC and your Group.

**MEC hopes your group has a happy and rewarding stay at Pointro Manor.**

MINISTRY EDUCATION COMMISSION *POINTRO CAMPSITE*



|  |      |     |      |         |
|--|------|-----|------|---------|
| <b>FULL NAME OF THE PERSON RESPONSIBLE FOR THE</b> |      |     |      |         |
| <b>ADDRESS OF THE ABOVE PERSON</b>                 |      |     |      |         |
| <b>TELEPHONE NO. OF THE ABOVE PERSON</b>           |      |     |      |         |
| <b>DATES BOOKED</b>                                | FROM | / / | TO   | / /     |
| <b>ARRIVAL</b>                                     | DATE | / / | TIME | AM / PM |
| <b>DEPARTURE</b>                                   | DATE | / / | TIME | AM / PM |

**HIRE FEES**

**PRIVATE HIRERS—SINGLE NIGHT OR DAY**

| COST PER PERSON |   | NO. OF DAYS |   | NO. OF PEOPLE |   | TOTAL |
|-----------------|---|-------------|---|---------------|---|-------|
| \$14.00         | X |             | X |               | ⇒ | \$    |
| \$ 10.00        | X |             | X |               | ⇒ | \$    |

**PRIVATE HIRERS—TWO OR MORE NIGHTS**

| COST PER PERSON |   | NO. OF DAYS |   | NO. OF PEOPLE |   | TOTAL |
|-----------------|---|-------------|---|---------------|---|-------|
| \$ 12.00        | X |             | X |               | ⇒ |       |
| \$ 8.00         | X |             | X |               | ⇒ |       |

**YOUTH & SCHOOL GROUPS—SINGLE NIGHT OR DAY**

| COST PER PERSON |   | NO. OF DAYS |   | NO. OF PEOPLE |   | TOTAL |
|-----------------|---|-------------|---|---------------|---|-------|
| \$10.00         | X |             | X |               | ⇒ | \$    |

**YOUTH & SCHOOL GROUPS—TWO OR MORE NIGHTS**

|         |   |  |   |  |   |    |
|---------|---|--|---|--|---|----|
| \$ 8.00 | X |  | X |  | ⇒ | \$ |
|---------|---|--|---|--|---|----|

**TELEPHONE**

| COST PER UNIT CALL   |   | NO. OF CALLS |   | TOTAL |
|----------------------|---|--------------|---|-------|
| \$0.50               | X |              | ⇒ | \$    |
| <b>TOTAL PAYMENT</b> |   |              |   | \$    |