



MAKING A RESERVATION

Submit an enquiry through the GCPC website. Make sure you include:

- Camp dates
- No. of people
- Type of camp
- Additional info



A GCPC reservations staff member will respond with:

- Availability
- Groups pricing booklet
- Booking Form



Complete the booking form with as much itinerary info as you have at this stage. Make sure to sign off the T&C's section then email the completed form back to GCPC staff

After receiving a booking form, GCPC will make a reservation and send you:

- Reservation Summary
- Deposit Invoice
- Itinerary



Pay the deposit invoice within 14 days. If no payment is received your reservation may be released.



If there are any changes to camp attendee numbers, itinerary and camp requirements, please let the GCPC staff member looking after you booking know.

LEADUP TO ARRIVAL

Approximately three months before your arrival date, GCPC will be in contact with:

- Current itinerary
- 2nd instalment invoice (50% of remaining costs)
- Rooming Lists
- Dietary form for meals



Upon receiving this email, ensure you:

- Action the 2nd instalment for payment
- Check your itinerary is correct
- Fill out the rooming lists
- Complete the dietary form



Send the following to your GCPC contact:

- Any updates to your itinerary
- Completed rooming list
- Completed dietary form

4-6 weeks before your arrival, you will be introduced via email to the GCPC accommodation staff member who will look after finalising your camp and any changes leading up to your arrival



Correspond with your new GCPC contact with any changes to your itinerary. 2-3 weeks before your arrival, everything should be confirmed with minimal to no changes needed leading up to arrival



Make final payment (remaining costs), due to be paid 14 days prior to arrival.