

Delamont Outdoor Education Centre

Date Allocated

Office Use Only

Booking Form Sept 2011 - June 2012

Please complete a separate form for each group / booking period.

Group Details

Name of Group _____

Address _____ Postcode _____

Tel No _____ Fax No _____ E Mail _____

Group Type:- Primary Post Primary Special Grammar Youth Other _____

Controlled Maintained Integrated Irish Language Voluntary Other _____

Contact Details

Name of person making booking _____

Title / Position _____ Ideal Time to ring _____

Contact No _____ Evng. _____ E Mail _____

(If different from above)

(If different from above)

Booking Details

Dates requested _____ to _____ Alternative _____ to _____

No Students Attending _____ No Staff Attending _____
Male Female Total Male Female Total

Age Range _____ yrs to _____ yrs Arrival Time _____ Departure Time _____

Educational Objectives _____

If following formal awards please indicate which awarding body and stage of award, e.g. GCSE PE – Rock Climbing, Year 11, AQA, etc.

Conditions of Booking

All programmes will be dependent upon prevailing weather conditions and may be subject to change.

Invoices will be forwarded to the contact person over, based upon the number of students booked or the number attending (whichever is greater).

Staff attend free in the ratio 1:10.

The number of students booked may only be altered with the prior approval of the warden. Mixed gender groups will require mixed gender staffing.

The person making this booking will be held responsible for the conduct and supervision of all members of the group.

The board reserves the right to make good any damage or loss and to recover the cost from the user group.

Cancellation Policy

All of these charges will be based on numbers booked. Cancellations must be in writing and should be at least 9 weeks in advance of the arrival date, if not then the following penalty system will apply:-

Cancelling more than 9 weeks prior to arrival	- No Charge
Cancelling between 7 – 9 weeks prior to arrival	- 25% of projected bill
Cancelling between 5 – 7 weeks prior to arrival	- 50% of projected bill
Cancelling between 3 – 5 weeks prior to arrival	- 75% of projected bill
Cancelling less than 3 weeks prior to arrival	- 100% of projected bill

Child Protection

I confirm that this school / group has a Child Protection policy and that those adults attending in a supervisory capacity, do so in accordance with this policy.

Yes No

Signatures

Signed by _____ Date _____
Teacher / Leader in charge of visit

Signed by _____ Date _____
Principal of school / Youth Worker in charge

Return to

Please photocopy and retain a copy of this booking for your own records. The original should be signed and sent to the centre.

Delamont OEC, 88 Downpatrick Road, Killyleagh, Co Down, BT30 9TZ

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Date Application Received _____ Date Confirmed _____
Projected Bill _____ Information Pack Sent _____
Date of Cancellation _____ Cancellation Charge _____
Other _____

