

GROUP BOOKING FORM

NAME OF GROUP:

ADDRESS:

CONTACT PERSON:

MOBILE:

TEL:

EMAIL:

ARRIVAL DATE:

ARRIVAL TIME:

DEPARTURE DATE:

DEPARTURE TIME:

COURSE TITLE:

NUMBER OF PARTICIPANTS:

MALE:

FEMALE:

TOTAL:

NUMBER OF LEADERS:

MALE

FEMALE:

TOTAL:

AGE OF GROUP:

DAY GROUPS ONLY: LUNCH

YES

NO

RESIDENTIAL SCHOOL/ YOUTH GROUPS NEED TO BRING SLEEPING BAG. BED LINED PROVIDED FOR TEACHERS/ LEADERS

DOES ANY MEMBER OF YOUR GROUP HAVE A ...

(please circle)

SPECIAL NEED

/

MEDICAL CONDITION

/

INJURY

/

BEHAVIOURAL ISSUE

THAT MAY AFFECT THEIR PARTICIPATION OR THE SAFETY OF OTHERS ON AN OUTDOOR EDUCATION COURSE?

DETAILS:

IF YOU ARE IN ANY DOUBT ABOUT FITNESS TO PARTICIPATE WE RECOMMEND YOU CONSULT WITH A MEDICAL PRACTITIONER.

SPECIAL DIETARY REQUIREMENTS:

WHERE DID YOU HEAR ABOUT KILFINANE OETC:

PLEASE NOTE BOOKING CONDITIONS:

1. Bookings can only be confirmed on receipt of the appropriate deposit and signed booking form. All payments are non-refundable.
2. Final group numbers must be confirmed by email or phone at least 15 days in advance of arrival date. The final fees for your group will be based on the numbers we have been advised of as of 15 days prior to arrival date.
3. Group leaders must inform Kilfinane OETC of any information relevant to the safety of their group. This includes any illness, injury, special needs or behavioural difficulties.
4. Group leaders are responsible for monitoring use of mobile phones & devices. Photos/ videos are not permitted in dormitories, changing areas or toilets. Individuals are responsible for their own devices and we recommend they are not brought on activities.

Safety & Permissions:

5. I confirm I have received full Parental/ Guardian Permission for all members of the group under 18 years to participate in the range of activities at Kilfinane Outdoor Education & Training Centre. ☐
6. I confirm I have sought all relevant information in relation to medical issues & fitness to participate for each member of the group and that I will pass on any relevant information to Kilfinane OETC. ☐
7. I understand that participants with current or recent injuries, medical conditions or who are pregnant may not be able to participate in activities. Doctor clearance should be sought where appropriate. ☐
8. I agree that Kilfinane OETC may take photos/ video footage of group activities and that these images may be used on the Centre website, facebook page, brochures and other media. We will never identify children in images used. Yes ☐ No ☐
9. We would like to contact you about our courses and special offers via email, text or post. If you agree please tick here Yes ☐ No ☐

COVID-19 SAFETY MEASURES

COVID 19 GROUP RESPONSIBILITIES

- Each participant to bring their own supply of hand sanitiser & tissues for personal use.
- Masks must be worn on centre buses. NO MASK – NO TRAVEL. Our bus transfers will have socially distanced seating.
- Full Day courses – please bring a packed lunch, snacks & a reusable water bottle.
- Participants must respect social distance with staff/ persons who are not from their household. We will be unable to continue with courses where these measures are not respected.
- If any member of the group begins to feel unwell during the session, they must tell us immediately. Participants should not attend if they are feeling unwell.

I agree to the above group responsibilities in relation to Covid-19

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COVID 19 GROUP LEADER RESPONSIBILITIES

Group leaders must carry out a Covid-19 pre-screening for their group in advance of attending courses at Kilfinane OETC. The group leader must then complete the Kilfinane OETC Covid-19 pre-screening form within 3 days of course commencement. <https://kilfinaneoeec.com/book/covid-19-pre-screening-form/> We cannot fulfil group bookings without this form.

I agree to the above group leader responsibilities in relation to Covid-19

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COVID 19 OUR ADDITIONAL MEASURES

Kilfinane Outdoor Education and Training Centre will operate all activities in line with government guidelines and best practice. The safety of our participants, community and staff is our highest priority. In order to ensure a safe course for everyone we are taking these additional measures.

- All our courses will commence with a Covid briefing and orientation.
- Hand hygiene routines throughout the day
- Sanitisation points in place throughout the centre
- Covid advice posters are in place throughout the centre.
- We will disinfect gear & equipment between sessions.
- In course transport using centre buses will operate with reduced capacity and the wearing of face masks as per government guidelines.
- Social distancing measures will be in place for activities, break times, meals etc. We ask for all participant's cooperation in this.
- Toilets: Single person using toilet area at any one time (the toilets will be cleaned twice daily)
- **Changing rooms will not be available for group use until further notice.** For water activity sessions we will change outdoors as you would at the beach.
- If the event of first aid being required, our instructors will provide first aid in line with best practice & Personal protective equipment appropriate to the location.

I understand the above additional Covid-19 measures in place

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I enclose a non-refundable deposit of €

PLEASE MAKE CHEQUES PAYABLE TO ' LIMERICK & CLARE ETB'. Payment made be made by cheque, bank **transfer or direct lodgement to our account. We are unable to accept cash for group bookings. Please contact us for our bank account details.**

Payment of deposit or signed booking form will be regarded to be evidence of acceptance and consent to the above booking conditions.

Signature:

Date :

PLEASE ENSURE YOU COMPLETE ALL SECTIONS AND TICK BOXES TO CONFIRM YOUR BOOKING.

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