

# Birr Outdoor Education Centre

## Day Booking Form



Please return this completed form to Birr OEC immediately to confirm booking

<b>Group Name</b>			
<b>Contact Name</b>			
<b>Address</b>			
<b>Telephone Numbers</b>	Land	Mobile	Fax
<b>Email Address</b>			
<b>Type of Group</b> (Please circle)	Primary School	Secondary School	T. Year
	Youth	Special Needs	Adult
			Gaisce
			Other _____
<b>Course Dates</b>	From _____		To _____
<b>Group Breakdown Numbers</b>	Male _____	Female _____	Ages _____
<b>Meeting Place</b> (Please circle)	Birr OEC	Banagher	Cadamstown
<b>Times</b>	Arrival _____	Depart _____	We plan our day from 10:00am to 4:30pm We are very flexible between 9:00am and 5:30pm depending on your schedule.
<b>Leader Numbers</b>	Participating _____ Not Participating _____ We need to know these numbers for instructor ratios and equipment.		
<b>Where did you hear about Birr OEC</b>			

<b>Price</b>	* A non refundable booking deposit of €10 per person is required to confirm booking.
	* The balance of the cost of your trip must be paid on your departure day.
	* The minimum group size is 14.
	* 1 leader is free with every 14 participants.
	* Cheques are made payable to Laois & Offaly ETB
DEPOSIT ENCLOSED = € _____ RECEIPT No. _____ DATE LODGED _____	

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## What To Pack for a Day Trip

Wear old warm clothes

No Denims

One pair of old trainers to get wet

Swim wear or shorts & T-shirt

Packed Lunch if required

Towel

Rain Jacket & hat

Personal Medication (inhaler)

Spending money

Plastic bag for wet gear

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## Notes to Remember

- A non refundable deposit is required to confirm all bookings.
  - Balance must be paid on the day of departure.
  - The minimum group size is 14.
  - One participating leader is free with every 14 people.
  - The activities may change due to weather conditions.
  - Please inform the centre of any special requirements such as group ability.
  - Inform the centre on any changes to the programme or in group numbers.
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## TICK LIST PRIOR TO DEPARTURE

-Return complete booking form with appropriate deposit .	
-Brief group before departure regarding activities, aims of the trip, personal equipment required, standards of behaviour etc. .	
-Ensure any medical ailments are identified and that the student has an ample supply of medication for the duration of their trip to Birr.	
-Please identify any special requirements of your group and inform us in advance.	
-Please get each participant to sign our registration form on the day of departure to the centre. This saves valuable time on arrival.	
-Please distribute our parental consent forms and what to pack information leaflet to the group.	
-Please contact Birr O.E.C. one week prior to arrival in order to finalise details, i.e. group numbers and dietary requirements.	
<p style="text-align: center;"><b>Birr OEC office 057 9120029</b></p> <p style="text-align: center;"><b>Email: <a href="mailto:info@birroec.ie">info@birroec.ie</a></b></p>	