

Birr Outdoor Education Centre

Residential Booking Form



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

Group Name				
Contact Name				
Address				
Telephone Numbers	Land	Mobile		
Email Address				
Type of Group (Please Circle)	Primary School	Secondary School	T. Year	Gaisce
	Youth	Special Needs	Adult	Other_____
Course Dates	From_____		To_____	
Times	Arrival		Depart	
Group Breakdown Numbers	Male_____	Female_____	Ages_____	
Leader Breakdown Numbers	Male_____	Female_____		
Dietary Requirements				
Where did you hear about Birr OEC				

Price

- * A non refundable booking deposit of €50 per person is required to confirm your 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 _____

What To Pack for a Residential Trip

Change of old clothes per day

No Denims

One pair of old trainers to get wet

Swim wear or shorts & T-shirt

Towels & toiletries

Rain Jacket & hat

Personal Medication (inhaler etc.)

Spending money

Plastic bags for wet gear

Sleeping Bag

Mobile phones are only allowed between 8.30pm and 10.30 pm

Notes to Remember

- A non refundable deposit is required to confirm all bookings. PLEASE MAKE CHEQUES PAYABLE TO LAOIS & OFFALY ETB
 - Balance must be paid on the day of departure
 - The minimum group size is 14
 - One leader is free with every 14 participants
 - The activities may change due to weather conditions
 - Please inform the centre of any special requirements such as group ability and diet.
 - Inform the centre on any changes to the programme or in group numbers
-

TICK LIST PRIOR TO DEPARTURE

-Return complete booking form with appropriate deposit of €50 per person.	
-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 consent forms and what to pack leaflets to your group.	
-Please contact Birr O.E.C. one week prior to arrival in order to finalise details, i.e. group numbers and dietary requirements.	
Birr OEC office 057 9120029	Email: info@birroec.ie