



NPO number: 003-134 NPO  
 Registration Number: 2001/026273/08  
 PO Box 11116, Bloubergrant, Cape Town, 7443, South Africa  
 Physical Address: 22 Pentz Drive, Table View, 7441  
 Telephone: + 27 21 557 6155 Fax: + 27 21 557 8804  
 Email: [info@sancob.co.za](mailto:info@sancob.co.za) Website: [www.sancob.co.za](http://www.sancob.co.za)

**BOOKING APPLICATION**

Thank you for showing interest in visiting SANCCOB

Kindly COMPLETE the form and return to us via email [alex@sancob.co.za](mailto:alex@sancob.co.za) or [education1@sancob.co.za](mailto:education1@sancob.co.za)

**1) GENERAL INFORMATION**

<b>Group/ School Name</b>		
<b>Contact Person</b>		
<b>Address of School</b>		
<b>Contact Details</b>	<b>Telephone</b>	
	<b>Cell phone</b>	
	<b>E-mail</b>	
	<b>Fax</b>	

**2) NUMBER OF PARTICIPANTS**

**RATES for LEARNERS and TRAVEL COST (PRICES VALID UNTIL 31 DECEMBER 2020)**

OFFSITE: *Minimum 15 learners per visit, maximum is dependent on the size of the venue & age of learners. R40 p/learner, R4.91 per km to and back.*

OFFSITE	Number of participants	Rate	Total
Learners		R 40.00 p/p	
Kilometres to and back from facility		R4.91 p/km	
Total			

**3) VISIT DETAILS**

Group	Visit Date Please provide 2 possible dates for each group wishing to visit	No. of Chaperones/ adults	No. of learners	Grade/Age	Arrival/ Start Time
1					
2					
3					
4					

Please ensure that your booking form is sent back to SANCCOB to ensure that your date of visit is secured. When we receive your booking form, we will confirm your booking. Payment may either be done on the day of our visit, or prior to your visit (banking details below).

**SANCCOB TERMS AND CONDITIONS**

- Unfortunately, we won't be able to substitute the visit fees for towels, toothbrushes, "penny drives", or any other items collected for donation to SANCCOB.
- The event organiser, teachers and parents have to assist with retaining order and respect to SANCCOB's Education Officer.
- Please book well in advance and allow for several possible dates.
- Offsite visits are between 1 hour – 1.5 hours long and are affected by the distance from our facility.
- Please let us know if there are any special needs that the children have which we should be aware of.
- Due to the prevalence of the COVID-19 virus, educators will be wearing protective gear to ensure the safety of both visiting educators and hosted audience. We will at all times attempt to adhere to all rules pertaining to safety protocols implemented by the school in question.
- Our educational programmes have been adapted with social distancing in mind and limiting tactile exchange between learners and educators.
- Standard programme is dependent on age group and information requested:
  - 10 minutes – Presentation (school to advise if the equipment is available)
  - 30 minutes – Lesson/activity
  - 10 minutes - Q&A
  - 30 minutes - Lesson/activity

**4) PAYMENT**

- a) If you wish to prepay for your visit, we will generate an invoice for your school. This may take some time so please take this into consideration.
- b) If you prefer to pay on the day of our visit, kindly ensure that the Leader educator/chaperone has the correct amount of money before our arrival. Please supply the Education Officer with a copy of your booking form.

Payment Option (Please mark clearly with an "X")	EFT Payment before visit	
	CASH Payment on the day	

**4) SIGNATURES**

\_\_\_\_\_  
Leader educator/chaperone on the day of the visit      Date

\_\_\_\_\_  
Principal of school      Date

*SANCCOB is a non-profit organization (Non Profit Company, Registration No. 2001/026273/08, Non-profit Number: 003-134 NPO).*