



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: reception@sancob.co.za Website: 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 or education1@sancob.co.za

1) GENERAL INFORMATION

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

REMEMBER TO TAKE INTO ACCOUNT TRAVELING AND SETTLING IN TIME.

Location	
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2) NUMBER OF PARTICIPANTS

RATES AND RATIO OF LEARNERS TO CHAPERONES (PRICES VALID UNTIL 31 DECEMBER 2022)

ONSITE: Maximum 30 learners per visit, please see the below ratio.

R40 p/learner

- 1-10 learners: 1 chaperone FREE
- 11-20 learners: 2 chaperones FREE
- 21-30 learners: 3 chaperones FREE

Any additional chaperones/teachers/parents = R60 p/p

PLEASE NOTE THAT WE CAN ONLY ACCOMMODATE 30 STUDENTS/ LEARNERS AND 5 CHAPERONES ONSITE.

ONSITE	Number of participants	Rate	Total
Learners			
Chaperones (according to ratio)			
Additional chaperones			
Total			

Board of Directors: Dr S Petersen (Chairperson), Natalie Maskell (Chief Executive Officer), I Cilliers (Treasurer),
 Dr A Makhado, Dr A Wolfaardt, V Boule.

3) VISIT DETAILS

Group	Visit Date Please provide 2 possible dates for each group wishing to visit	Lead Educator/ Chaperone on the day of visit	No. of Chaperones/ adults	No. of learners	Grade/Age	Arrival/ Start Time	Departure/ End Time
1							
2							
3							
4							
5							

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 your 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 to assist with retaining order and respect to SANCCOB's Education Officer and accompanying ambassador birds.
- Onsite visits include a tour of the centre. Tours are weather dependant. Please check the weather in the week before the visit.
- Group visits are 2 hours long and include a lunch break. Teachers (or students) need to provide their own lunches.
- All members of your group should wear masks when you arrive (Please note we do not accept buffs or scarfs as masks. We also do not accept masks with air vents as suitable masks).
- Please let us know if there are any special needs that the children have which we should be aware of.
- A potential agenda for the day:
 - 30 Minutes – Lesson & activity
 - 30 minutes – Tour of the centre
 - 15 minutes - Rest /lunch break
 - 35 minutes – Lesson & activity
 - 10 minutes – Question and answer session

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).