

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	22 Pentz Drive. Table View. 7441
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2) NUMBER OF PARTICIPANTS

RATES AND RATIO OF LEARNERS TO CHAPERONES (PRICES VALID UNTIL 31 DECEMBER 2020)

ONSITE: Minimum 20 learners per visit, the below ratio does not apply to groups that are less than 20 learners.

R30 p/learner

1-10 learners: 1 chaperone FREE

11-20 learners: 2 chaperones FREE

21-30 learners: 3 chaperones FREE

31-40 learners: 4 chaperones FREE

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

PLEASE NOTE THAT WE CAN ONLY ACCOMMODATE 40 STUDENTS/ LEARNERS AND 5 CHAPERONES ONSITE.

ONSITE	Number of participants	Rate	Total
Learners		R 30.00 p/p	
Chaperones (according to ratio)		FREE	R 0.00
Additional chaperones		R 60.00 p/p	
Total		_____	

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.
- Our ambassador birds may not always be accompanying our Education Officer due to group size, stress factors to the birds, environment and general health of the birds. We will confirm the presence of our ambassador birds.
- SANCCOB retains the right to not use the ambassador birds during the visit if the Education Officer feels that the birds' health and safety may be compromised.
- 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.
- Please let us know if there are any special needs that the children have which we should be aware of.
- 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).