



Tanagh Booking Form
Dartrey, Via Cootehill, Co Monaghan, H16 HC83
Tel: 049 5552988
Email: info@tanaghoutdoorededucation.com
www.tanaghoutdoorededucation.com



Note: The information provided on this form is confidential and will be retained, used, and disclosed by Tanagh OETC and centrally by Cavan and Monaghan Education and Training Board in line with the Data Protection Notice on Page 3.

P/O Number if Applicable:

Contact Details

Name of Organisation / Group	
Address	
Contact Person	
Email Address	
Tel Number - work	
Mobile Number	

Programme Details – Please tick

Full Activities	
Self-Programming	
Activity and Self Programming	

If this booking involves any Self Programming, refer to No 1A on our Terms and Conditions.

Group Details

Day, Date and Time of arrival:	
Day, Date and Time of departure:	
Number of males in the group	
Number of females in the group	
Average Age	
Number of male supervisors	
Number of female supervisors	
Number of supervisors taking part	

For groups involving under 18s, in accordance with the Childrens First Act 2015, does the organisation / group have a Child Safeguarding Statement in place?

Yes No

Special Requirements

Number of Physical Needs:	
Number of Intellectual Needs:	

Please outline any physical or Intellectual Needs listed above:

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Any meals required?

Yes No

Any special Dietary requirements / allergies?

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Number of Non-Swimmers	
Notes or Comments	
How did you hear about us?	

Terms and Conditions

1A) All bookings that include a Self-Programming content must submit a copy of Organisations public liability insurance (min €6.5million with specific indemnification of CMETB) with this form.

1) Booking Form – the booking form must be completed and signed by the person who is responsible for the booking. A provisional booking may be made by telephone, but we must receive official confirmation within five days.

2) Deposit

- €10.00 deposit per student on National School Tours Bookings.
- 20% deposit for all other bookings.
- All deposits must be received before the reservation can be confirmed.
- Your deposit is non-refundable.

3) Payment of Balance – this must be received at least two weeks prior to arrival

4) For residential bookings to be accepted payment must be made in advance for a minimum of 20 persons. For day bookings to be accepted payment for minimum of 10 persons must be made in advance.

5) Late booking – a booking made less than three weeks prior to the date of groups arrival must be accompanied by payment in full amount before booking can be confirmed.

6) Cancellation – cancellations up to two weeks before the arranged arrival date is subject to payment of 50% of the full course fee. Cancellation thereafter will receive no refund. Tanagh OETC reserves the right to change or cancel programmes where the weather dictates.

7) No-show – maximum of one no-show for every group of 10, otherwise full payment will be required. Final numbers must be confirmed by 10am on the Thursday before the week you come to the centre.

8) Safety – Group leaders must inform Tanagh OETC of any information relevant to the safety of their group. This includes any illness, injury, special needs, or behavioural difficulties. Please note Tanagh OETC staff follow all health and safety procedures however this is an Outdoor Adventure activity which may carry some risk of hurt or injury.

9) Undertaking – I understand that:

- The deposit is non-refundable once a place has been confirmed.
- Non-compliance with the payment of balance condition (3) above will result in automatic cancellation and forfeiture of deposit.
- I agree to forfeit all monies if less than 2 weeks' notice of cancellation is given.
- **Permission** - I hereby declare that I have received full Parental / Guardian permission for all members of the above group to participate in the range of activities at Tanagh OETC. I understand and accept there is some risk involved in all sporting activities. However I recognise that all reasonable and practical safety precautions will be taken by Tanagh OETC staff with regard to the health and safety of all participants.

Data Protection / Personal Data on this form

The information provided on this form will be retained and used by Tanagh OETC and centrally by Cavan and Monaghan Education and Training Board (CMETB).

CMETB is registered as a Data Controller under the Data Protection Acts 1988 and 2018. The personal data supplied on this booking form is required for the purposes of booking, administration, child welfare and to fulfil our other legal obligations. We use your personal data for purposes including booking administration; to provide you with appropriate support; to care for your health and wellbeing; to care for our staff and participants; to coordinate, evaluate; fund and organise educational programmes; to comply with our legal bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Processing Policy available at www.cmetb.ie

While the information provided will generally be treated as confidential to CMETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Processing Policy available at www.cmetb.ie

COVID-19

If any members of the group are displaying symptoms or have tested positive for COVID-19 they should not attend Tanagh OETC. Further information on COVID-19 can be found at <https://www2.hse.ie/conditions/covid19/>

Photographs of Participants

The Centre maintains a database of photographs and digital images, including video, of activities and events held over years. It has become customary to take photos and digital images of groups/individual students engaged in activities and events in the interest of creating a pictorial as well as historical record of the centre. Photographs and digital images may be published on our websites, social media pages or in brochures, newsletters, local and national newspapers and similar outdoor education-related productions. In the case of website or social media photographs and digital images, participant's names will not be displayed.

Consent for photographs / Digital Images (Tick one only)

1.If you are happy / have received full parental/guardian permission to have the above participants photographs/digital images taken as part of centre activities and included in all such records - tick here.

2. If you would prefer not to have /have not received full parental/guardian permission to have the above participants photographs / digital images taken and included in all such records - please tick here

Consent to the processing of photographs / digital images of your child/above participants can be withdrawn at any time by contacting the Manager of Tanagh OETC or the CMETB Data Protection Officer at dpo@cmetb.ie or the address above.

Parent or Guardian acceptance of Code of Conduct

Code of Conduct: Participants must follow the direction of the instructing staff in charge. Misbehaviour or bullying may result in the participant being excluded from Tanagh OETC Programmes and fee will not be refunded.

Mailing List

Contact details may also be added to our mailing list and used to notify you of Tanagh Outdoor Education and Training Centre / CMETB events or activities. If you do not wish your details to be added to our mailing list, you should tick here.

I have read, understand, and accept the above booking and payment conditions.

Parent's/Guardians/Person responsible for booking

Signed	
Print Name	
Date	

Please pay by Electronic Funds Transfer and reference Tanagh OETC and the invoice number on the transfer.