

# Cappanalea OETC Booking Form 2018



Group Name .....

Address .....

Name (Group Leader) ..... Telephone No. ....

E-mail Address: .....

Dates of Required Bookings (from) ..... (to) .....

Number of Students in group (approx.) ..... Age Range ..... Gender .....

Time of Arrival (approx.) ..... Time of Departure (approx.) ..... No. of Leaders .....

**Non Returnable deposit of €15.00 per student -  
Preferred method of payment: Electronic Fund Transfer (EFT) or  
cheque payable to: Kerry ETB.**

**Total deposit Due € .....**

Bookings will only be confirmed on receipt of deposit reference **with  
completed Booking Form.**

Bank of Ireland, Castle Street, Tralee, Co.  
Kerry  
Branch Sort Code: 90-58-38  
Account No: 10024188  
Account Name: Kerry ETB  
IBAN: IE11BOFI90583810024188  
BIC: BOFIE2D

Please contact Cappanalea to check availability of preferred dates prior to forwarding deposit and booking form. The first deposit received will secure dates. The balance of course fees will be due four (4) weeks prior to date of booking. A group cancelling after a provisional booking has been confirmed, will still be liable for the full amount due on the booking. In the event of a cancellation, first options will be given to those on the waiting list. If the Centre is successful in securing a replacement booking then the group cancelling will only be liable for the deposit.

When a group is booked into Cappanalea and if a number of individuals within the group cancel after the balance is due, a €20.00 penalty charge (per person per day) on top of the deposit will be imposed, to cover the catering and staffing commitments made on their behalf.

Groups under 25 students may be asked to share facilities with other small groups.

**Please Note:** while in the outdoors you should always be aware of biting and stinging insects and other hazards including ticks and the threat of Lyme Disease. Please visit: <http://www.hpsc.ie/A-Z/Vectorborne/LymeDisease> for more information.

Type of Course Required .....

Is Transport Required for Religious Services (at additional charge) Yes / No (please state)

Is Transport Required from Killarney Railway Station (at additional charge) Yes / No (please state)

If booking Day Course is Lunch Required (at additional charge) Yes / No (please state)

Any Particular Requirements, please detail ; .....

**Please complete this Booking Form and return it with your Deposit  
as soon as possible, in order to secure your booking, to the following address:-**

**Cappanalea OETC, Oulagh West, Caragh Lake, Killorglin, Co. Kerry**

Signature ..... Date .....

**For Office Use Only**

Lodgement Book No.(s) ..... Receipt No.(s) .....