

1A) All Bookings that include a Self-Programming Content must submit a copy of Organisation's Public Liability Insurance (min €6.5 Million 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:**
 - 20% Deposit for All 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 2 weeks prior to arrival.
- 4) For Residential Bookings to be accepted payment must be made in advance for a minimum of 16 persons. For Day Bookings to be accepted payment for minimum of 8 persons must be made in advance.
- 5) **LATE BOOKING** – A booking made less than three weeks prior to the date of group's arrival, must be accompanied by payment in full amount before booking can be confirmed.
- 6) **CANCELLATION** – Cancellations up to 2 weeks before the arranged arrival date are subject to payment of 50% of the full course fee. Cancellation thereafter will receive no refund. Tanagh OETC reserves the right to change/cancel programmes where the weather dictates.
- 7) **No Show** Maximum of 1 'no show' for every group of 10, otherwise full payment will be required. Final numbers must be confirmed by 10 a.m. on the Friday 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 Outdoor Education & Training Centre.

Data Protection/Personal Data on this Form

Note: 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 2003. The personal data supplied on this application 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 obligations as an education body; to comply with our monitoring and reporting obligations to Government 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 Protection Policy available at www.cmetb.ie

While the information provided will generally be treated as confidential to Cavan and Monaghan ETB, 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 Protection Policy available at www.cmetb.ie

Photographs of Participants

The Centre maintains a database of photographs and digital images 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 photographs and digital images, participant's names will not be displayed. If any member of your group would prefer not to have photographs/digital images taken and included in such records, please notify the Centre Manager. I confirm that group members have been informed and consent to photographs/digital images.

Mailing List

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

COVID 19 – Coronavirus Information and Terms & Conditions

Tanagh Outdoor Education and Training Centre is managed and administered by Cavan and Monaghan Education and Training Board (herein referenced as CMETB). CMETB and Tanagh OETC are doing everything we can to protect you while you visit Tanagh Outdoor Education and Training Centre. To this extent, Tanagh OETC will be following the Public Health and Health Service Executive (HSE) guidance with regard to social distancing practices and sanitation. We ask that our clients comply with all social distancing, hand sanitising and disinfection procedures in place at the Centre.

Tanagh OETC will be maintaining all activities in line with Government guidance and advice and this will be continually updated as guidelines further develop. You will receive further instruction on the Covid-19 measures once your booking has been accepted.

We are taking all the necessary precautions to keep everyone safe whilst participating in our programmes/courses, however, as in society in general, the risk of contracting Covid-19 cannot be entirely eliminated. CMETB and Tanagh OETC cannot be held liable for any exposure to the Coronavirus (COVID-19). Visitors should wear a face covering in accordance to Public Health guidelines, whilst inside Tanagh Buildings. Visitors may wish to wear a face covering throughout the session at your own discretion.

All clients wishing to participate in any of the programmes provided by CMETB / Tanagh Outdoor Education & Training Centre will be required to have been free from symptoms for the last 14 days prior to the date of activity.

Know the symptoms of Covid-19. Common symptoms of Covid-19 include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a member of your group is displaying any of these symptoms, they MUST NOT attend the Centre

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

Parent's/Guardians/Person Responsible for Booking

Signed: _____

Date: _____

Print Name: _____

Please Pay By EFT and Reference **TANAGH - Organization Name on the Transfer**