



School Booking Form

Please complete the following information for a school booking:

School Name:	
School Address:	
Name of Group Leader:	
Contact Phone:	
Contact Email:	

The above email is the one used by the Centre Manager to contact you

Year Level of Group:	
Number of Students:	
Number of Adults:	

Maximum capacity of APOEC is 45

Date and time of arrival at APOEC:	
Date and time of departure from APOEC:	
How many nights' accommodation are required?	
Mode of transportation to and from APOEC:	

APOEC recommends at least one support vehicle for each group.

Signature and date: _____ / ____ / ____

Securing your Booking:

To secure your booking firstly complete this form and return it. Your booking dates will be confirmed upon the payment of a booking deposit of NZD \$250.

Once we receive your deposit we will email you to confirm you have secured your booking. We will also then send out an information booklet to aid in planning your camp.

You can pay your booking deposit via internet banking to:

ASB Account: 12 - 3191 - 0042820 - 00

Please be sure to include your *school's name* and APOEC in the payment details.

Terms and Conditions:

A booking deposit is required to secure your dates. Until this has been received the dates remain open for others. The booking deposit is non-refundable.

APOEC facilities must be cleaned by group, at the conclusion of your stay, to a reasonable standard. A cleaning fee of NZD \$45 per hour will be charged if additional cleaning is required.

Official Use Only:

Inclusions	Students (under16)	Adults
Accommodation		
Food		
Programme		
Total – per person per night		

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