



## **Group Booking Form (private)**

**Name of Group**

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**Organiser's Name**

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**Invoice Address**

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**Daytime Phone**

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**Mobile Phone**

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**E-mail**

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**Arrival Date / Time**

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**Departure Date / Time**

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**Date(s) of Activities**

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**Activity Package / Activities**

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**Number in Group**

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**Age Range**

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**Meeting Facilities Required?**

YES

NO

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**Accommodation Required?**

YES

NO

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**Catering Required?**

YES

NO

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**Bar Facilities Required?**

YES

NO

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**Are there any Medical Conditions, Allergies or Significant Disabilities of which we should be aware?**

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## Standard Terms & Conditions of Booking

### Group Organiser's Responsibility

The group organiser must agree to be responsible and accountable for the behaviour and actions of his/her party. The group organiser is also responsible for the deposit as well as the final balance payment.

### Group Size

You only need 8 people to qualify for a private group booking. Note that if the number in your group reduces to below 8 people, you will still have to pay for 8 people. This policy applies to all activities, accommodation and meals booked at Kippure Estate.

### Provisional bookings

Once availability for your chosen date is confirmed we will make a provisional booking for your group and send you an email confirmation as well as the booking form. Your provisional booking can be held for a maximum of 14 days whilst you collect your deposits. If the booking form including the correct deposit is not received by this time, then the booking will be deemed cancelled and the date and facilities will be released to other groups without further notice.

### Confirm your booking

A certain event date can only be secured on receipt of a completed booking form and the appropriate booking deposit of 50% of the estimated total. Once paid the deposit is non-refundable and non-transferable. If the booking is made within 14 days of your arrival date then, full payment will be required at the time of booking.

### Final Participant Numbers

The guaranteed number of participants must be confirmed **no less than 14 days in advance** of the event. The numbers confirmed at this point will be the numbers charged for. This policy applies also to accommodation, meals and other services booked with Kippure Estate. Note that for safety reasons we operate strict instructor/participant ratios for our activities and as such we cannot accept additional participants on the day.

### Balance Payment

After the booking form and deposit have been received and the final participant numbers have been confirmed we will issue a balance invoice outlining the deposit paid and the balance due. Full payment must be made no later than 7 days prior to your group's arrival at Kippure Estate. In certain circumstances special arrangements for paying your balance on arrival can be made, but this must be strictly by prior arrangement with our office.

### Refunds

No refunds will be made for any activities, meals, accommodation, transfers or any other services included in your balance invoice, which you did not utilise, should you choose not to use the service, if you decide to leave early or if your group reduces below the numbers confirmed at the time of booking. This applies also to bad weather preventing clients from reaching the venue.

### Change of Date of a Confirmed Booking

Once we have received your confirmed booking, any change you wish to make to your event date must be notified to us in writing and must be accompanied by a written confirmation of an alternative event date. Event date change notifications received without a substituted date will be treated as a cancellation of your original booking and as a result, cancellation charges as set out below will apply.

For date changes notified more than 14 days before your event date, we reserve the right to keep your original booking deposit to cover any expenses, staff costs and prospective loss of business incurred. Events moved to an alternative date will be treated as a new booking and our standard booking procedure will apply. Please note that booking deposits are non-transferable.

Date changes notified within 14 days of your event date will be treated as a cancellation of your original booking and cancellation charges as set out below will be levied.

### Cancellation by the Client

A booking may be cancelled at any time, but this must be communicated to us in writing and acknowledged by Kippure Estate. The date the cancellation is received by Kippure Estate will determine the loss of money applicable. Prior to an event a considerable amount of programme design, preparatory work, event organisation and administration costs will have been undertaken by our senior staff. Therefore, we reserve the right to charge the following cancellation fees, which are payable once a client cancels after confirmation of the booking.

Period before event start date:	Amount of cancellation charge shown as percentage of total fees payable:
14 days or more	Deposit only
13 days to 7 days	75%
Less than 7 days	100%
Failure to arrive	100%

**Cancellation by Kippure Estate**

Every effort will be made to avoid the cancellation of bookings by Kippure Estate, but we must reserve the right to do so. We will refund all monies paid, providing it does not arise for reasons of 'force majeure' or where you have failed to make agreed payments by the due date. We cannot accept any liability or claims for compensation by prospective participants for additional costs incurred in such circumstances. If a cancellation becomes necessary, we will inform you as soon as practically possible and we will endeavour to give you the option of rescheduling your event. However, in no case will we refund any money paid if the cancellation is due to 'force majeure' or failure by you to pay the final balance of your booking in accordance with our booking conditions.

**Force Majeure**

No liability can be accepted for events, which are 'force majeure'. In these booking conditions the term 'force majeure' means unusual or unforeseeable circumstances or events beyond our control which we, or the supplier of the service(s) in question, could not even with all due care, foresee or avoid. These include, but are not limited to Acts of God, natural disasters, floods, war, threat of war, riots, civil commotion, terrorist activities, industrial disputes, strikes, epidemics and health risks, technical difficulties with transportation, utility supply disruptions, natural or nuclear disasters, fire, adverse weather conditions, insolvency of any supplier connected with an event, destruction of the accommodation or facilities or other events outside our control.

If a 'force majeure' situation arises after the start of an event we will make every effort to help you, but we regret we cannot make any refunds, pay any compensation or be responsible for any costs or expenses incurred by you as a result.

**Weather**

From time to time it may neither be safe nor possible to do some of the activities planned for a programme on the basis of weather or other environmental conditions out of the control of Kippure Estate and its representatives. No refunds can be given if the weather dictates that it is not possible to undertake or continue an outdoor based activity for such reasons or if the offered alternative is not accepted.

**Pre-existing Injuries & Medical Conditions (Activity Events)**

We need to be fully aware of any pre-existing injuries that may affect the safety and well-being of participants. Any pre-existing injuries must be brought to our attention in writing prior to the start date of an activity event. Please advise us of any serious medical condition, such as diabetes, asthma, cardiac etc. Please also advise us of pregnancies.

**Disabled Clients & Participants with Mobility Problems**

We are happy to assist clients in choosing an activity programme that suits their requirements and abilities, but we must be certain that safety instructions can be effectively communicated. It is therefore a strict condition of booking that at the time of booking we must be provided with a full and detailed account of any special needs regarding any disability, and any special requirements as a result of this.

**Alcohol**

Kippure Estate and its representatives reserve the right to exclude an individual from activities due to intoxication, or even cancel an entire event on the grounds of safety. In such circumstances Kippure Estate will treat the booking as cancelled by the client and no refunds will be made.

**Liability**

a) Kippure Estate, its owner, outfitters, agents, representatives and employees, give notice that they act only as the agent of the owners, contractors and suppliers who are providing means of transportation, accommodation, event venues and/or all other related services. Kippure Estate assumes no responsibility howsoever caused for injury, loss or damage to person or property in connection with the supply of any services resulting directly or indirectly from any negligence, omissions or actions committed by or as a result of any actions of such owners, contractors or suppliers.

b) Kippure Estate will not be liable in any circumstances whatsoever for injury and illness caused while taking part in one of our events and activities, unless it is solely due to the negligence on the part of Kippure Estate staff.

**Lost or Damaged Property:** Participants are responsible for safety and security of their own property, equipment and personal belongings. We cannot be held liable for accidents, problems or claims arising from thefts, losses, or damage to equipment, which we have not provided ourselves.

**Loss, Theft or Damage to Kippure's Property:** At all times clients are expected to look after our equipment loaned to them during the event. Excluding normal wear and tear, Kippure Estate reserves the right to charge customers for the full cost of replacing any items of our property which are lost, stolen or damaged whilst entrusted to the customer.

**Bar facilities**

In the event that you have requested the bar to be open for your group you are not permitted to bring your own drinks onto the premises.

## **Payment Details**

**Booking Deposit Enclosed**

€

**Or Full Payment** (if within 2 weeks of event)

€

### **Deposit paid by...**

- Cheque Enclosed (please make it out to Tim Kyne)
- Bank Transfer (contact our office for account details)
- Credit Card
- Laser Card

### **Card Payment** (Visa, MasterCard or Laser)

**Card Number** \_\_\_\_\_ **Expiry Date** \_\_\_\_\_

**Name on Card** \_\_\_\_\_ **Signature** \_\_\_\_\_

**CVV Number** \_\_\_\_\_ **Amount** \_\_\_\_\_

**I have read the booking conditions and accept them on behalf of all members of my party by whom I am duly authorised to make this agreement. I also agree to pay any balance no later than 7 days before arrival at Kippure Estate.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

### **Please send your completed booking form to:**

**By post:** Kippure Estate, Manor Kilbride, Blessington, County Wicklow, Ireland

**Fax:** 01 458 3871

**Scan & email to:** info@kippure.com