

## GROUP BOOKING FORM

Thank you for your interest in bringing a group to Sugar Bay. We are so excited to be able to host you. The more information we have, the better the discount we can offer, and the better prepared we will be to meet all your needs and expectations. Please fill in your details below and email the completed form to [tours@sugarbay.co.za](mailto:tours@sugarbay.co.za)

### SECTION (1): GROUP DETAILS

School Name: \_\_\_\_\_

Our group would like to arrive on \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YY)

Our Group would like to depart on \_\_\_\_/\_\_\_\_/\_\_\_\_ being a total of \_\_\_\_\_ nights.

Our estimated times of arrival at Sugar Bay is \_\_\_\_\_ and departure is \_\_\_\_\_  
Sugar Bay's standard arrival and departure times are 3pm and 9am respectively. Please call Carline on 032 485 3778 to discuss options for early arrivals or late departures.

Our group will consist of approximately \_\_\_\_\_ learners who will be in Grade/s \_\_\_\_\_

Our group will not be less than **40 / 60 / 80 / 100 / 120** learners (Circle One Number)

Discounts are available for larger groups and depend on a guaranteed minimum number of learners. Please consult the discount table for more information. When selecting your minimum group size, please allow a reasonable margin for some learners cancelling (eg due to sickness or finances). Sugar Bay's minimum group size is 40 learners and the maximum is 210. Sugar Bay does not guarantee exclusivity for groups of less than 170.

Our group will consist of only girls / only boys / mixed genders (Circle One)

Number of accompanying teachers \_\_\_\_\_ Number of Teacher Rooms required \_\_\_\_\_

Teachers are accommodated in wooden chalets in the Luxury Teachers' Lodge. Each en-suite room can accommodate up to two teachers. One room is complimentary for every 25 learners eg: with a group of 100 learners, 4 rooms will be complimentary, accommodating up to 8 teachers. Additional rooms are available at extra charge, subject to availability.

### SECTION (2): CONTACT DETAILS

Your Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Best time to receive a call \_\_\_\_\_

Alternative contact Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Work Tel: \_\_\_\_\_ Best time to receive a call \_\_\_\_\_

**SECTION (3): TRANSPORT DETAILS**

Please circle method of transport: Plane then Bus / Bus / Carpool

Departure City and Country: \_\_\_\_\_

Will your teachers have access to their own transport in case of emergencies? (Yes/No)

Is accommodation required for bus drivers? (Yes/No) If Yes, how many \_\_\_\_\_

**SECTION (4): OPTIONAL EXTRAS**

Tick the boxes that if you require and give details. Please call Carline on 032 485 3778 for more information on any of the options below.

- Packed meal for return trip @ R50 per person If Yes, how many \_\_\_\_\_
- Photo CD for the school @ R200 per CD If Yes, how many \_\_\_\_\_
- An excursion / camp-out / guest speaker. Details as follows: \_\_\_\_\_  
\_\_\_\_\_

**SECTION (5) EDUCATIONAL FOCUS**

Sugar Bay can design the program along the lines of the action-packed holiday programs, where learners have free choice to select from a huge range of our exciting activities (a fun/ bonding tour). Alternatively Sugar Bay can create a tailor-made curriculum-based educational or leadership program. Please select the main focus for the tour: (Please tick **ONE** appropriate box)

- Fun/ Bonding Tour:** The learners will experience as many different activities as possible – from water sports to land activities, from arts and crafts to adventure. Simultaneously, your learners will bond together as a cohesive group while participating in a range of fun and adventurous activities.
- Team-building/ Leadership Tour:** The learners will practice working together as a team through a range of exciting and challenging activities both on the beach and on land.
- Educational Tour:** While the learners will participate in some camp activities, the main focus of the tour will be educational. Please specify the subject below (e.g. marine biology).
- Sports/ Specialty Tour:** Improve your team's mental and physical stamina both on and off the field or take advantage of our tranquil location for your art or drama group.
- Service Learning:** Give your students a head start with our tailor made service learning programs.
- Other:** Please specify: \_\_\_\_\_

Please give more information, using additional pages where necessary, to provide more information regarding the boxes that you have ticked, and any specific content to be included in a tailor-made program.

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