



EDUCATION BOOKING

ORGANISATION DETAILS

Name of School/Group: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Town: [Click or tap here to enter text.](#)

County: [Click or tap here to enter text.](#)

Postcode: [Click or tap here to enter text.](#)

Telephone: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

CONTACT

Name of teacher/group leader: [Click or tap here to enter text.](#)

Mobile phone no.: [Click or tap here to enter text.](#)

Email: [Click or tap here to enter text.](#)

Data protection: Information is processed in accordance with the General Data Protection Regulation (2018). We will not disclose your information to a third party except where it is necessary for us to comply with the law and provide this service. From time to time we may want to send you other information about the zoo. Under law we must have your permission to send you any relevant information on the zoo.



Belfast Zoo may wish to contact you with news, offers, education programmes and events, competitions or promotions by email. Please tick the box to confirm that you would like to be contacted by email. You can opt out any time. Full details of our Privacy Policy can be found at www.belfastzoo.co.uk/privacy.

ONLINE EDUCATION SESSION

Date: Click or tap here to enter text.

Class: Click or tap here to enter text.

Topic: Click or tap here to enter text.

Number of adults (age 17+ non-students): Click or tap here to enter text.

Number of students (with valid student ID): Click or tap here to enter text.

Number of children (aged 4-15): Click or tap here to enter text.

Number of children aged under 4: Click or tap here to enter text.

Number of carers: Click or tap here to enter text.

Total number in group: Click or tap here to enter text.

Time: Click or tap here to enter text.

Age range: Click or tap here to enter text.

PAYMENT METHOD

Select one payment method:

Cheque

Debit/credit card

Invoice*

Internal transfer (Belfast City Council only)

Payment Information

- The payment for a group must be paid in one transaction. This cannot be split between group members
- Cheques should be made out to Belfast City Council.
 - ONLY school or company cheques can be accepted, not personal cheques.
- You can pay by debit or credit card in advance of your session.
- *If you wish to be invoiced, **you must contact us at least 4 weeks in advance of your preferred visit date**. You must complete the Invoice Application Request Form (page 3) in order to gain approval to be invoiced.
 - If approval has not been granted by the date of your session, you must pay via an alternative method
 - All relevant official order numbers must be communicated to Belfast Zoo at the time of booking.
 - Should invoice application be accepted, you will be invoiced in monthly arrears. Invoices are to be paid within 28 days. Failure to adhere to payment terms and conditions may result in invoicing facilities being withdrawn.

INVOICE APPLICATION REQUEST FORM

ORGANISATION DETAILS

Name of organisation: Click or tap here to enter text.

Nature of organisation: Click or tap here to enter text.

Invoicing address: Click or tap here to enter text.

Town: Click or tap here to enter text.

County: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

APPLICANT INFORMATION

Name of representative: Click or tap here to enter text.

Position within organisation *(must be an officer of the organisation)*: Click or tap here to enter text.

GOVERNING BODY

Is the organisation affiliated with a governing body: Yes No

If yes, please provide details below:

Name of governing body: Click or tap here to enter text.

Address: Click or tap here to enter text.

Town: Click or tap here to enter text.

County: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

SIGNATURE OF APPLICANT

Signature of applicant: Click or tap here to enter text.

Date: Click or tap here to enter text.

VERIFICATION (CLUBS)

Applications from Clubs must be authorised by the Club Secretary.

Signature of Club Secretary: Click or tap here to enter text.

Date: Click or tap here to enter text.

VERIFICATION (ALL OTHER ORGANISATIONS)

Applications from all other organisations must be supported by an official order. In the absence of an official order the organisation should make a written request for invoicing facilities on official letter-headed paper.

Should application be accepted; invoices are to be paid within 28 days. Failure to adhere to payment terms and conditions may result in invoicing facilities being withdrawn.

TO BE COMPLETED BY BELFAST ZOO ONLY

XN reference number: Click or tap here to enter text.

Is the applicant an eligible body (as described in Invoicing procedure 14.2.1)? Yes No

If yes, proceed to Section 2. If no, proceed to Section 1.

Section 1

Is the applicant a Club or similar organisation and the application form has been authorised by the Club Secretary? Yes No

If yes, proceed to Question 2. If no, return form to applicant.

Section 2

Application checked and signed on behalf of Belfast Zoo:

Staff name: Click or tap here to enter text.

Date: Click or tap here to enter text.

Ensure any official order numbers are quoted on XN bookings.

Application checked and signed on behalf of Business Support:

Staff name: Click or tap here to enter text.

Date: Click or tap here to enter text.

TO BE COMPLETED BY BUSINESS SUPPORT ONLY

SAP checked:

Created on SAP:

SAP reference:

Zoo notified:

Staff signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

TERMS AND CONDITIONS

- The payment for a group must be paid in one transaction. Payment cannot be split.
- Bookings cancelled within 48 hours of online session will be charged as per the confirmed booking details. Refunds will not be issued for bookings cancelled within 48 hours of online session. Only in exceptional circumstances (as deemed by Belfast Zoo) will payment for cancellation within 48 hours of visit date be waived.
- Cheques should be made out to Belfast City Council.
 - ONLY school or company cheques can be accepted, not personal cheques.
- If you wish to be invoiced, you must contact us at least 4 weeks in advance of your online session. You must complete the Invoice Application Request Form (page 3) in order to gain approval to be invoiced.
 - If approval has not been granted by the date of your visit, you must pay via an alternative method
 - All relevant official order numbers must be communicated to Belfast Zoo at the time of booking.
 - Should invoice application be accepted, you will be invoiced in monthly arrears. Invoices are to be paid within 28 days. Failure to adhere to payment terms and conditions may result in invoicing facilities being withdrawn.
- Bookings and final numbers must be confirmed in advance of the visit.
- Vouchers, special offers or discounts cannot be redeemed in association with the zoo education bookings.
- Your booking only applies to the date(s) agreed and cannot be transferred to other dates unless in exceptional circumstances (as deemed by Belfast Zoo).

- Due to unforeseen operational and animal care circumstances, Belfast Zoo cannot guarantee that all animals, exhibits and activities will be available on the dates selected.
- Belfast Zoo reserves the right to alter or cancel the schedule and planned activities on any given day with no prior notice.
- Belfast Zoo will not cover any travel, accommodation or associated costs if the scheduled date is cancelled for an unforeseen reason.
- To make the experience as enjoyable and suitable as possible, please provide information on any disabilities.

BOOKING CONFIRMATION

Please check the details of your booking, read the terms and conditions and code of conduct for your visit and email this confirmation form to education@belfastzoo.co.uk

I confirm that the details of this booking are correct and I agree to the terms and conditions and code of conduct for an education visit to the zoo.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**YOUR BOOKING WILL STRICTLY NOT BE PROCESSED WITHOUT A SIGNATURE
(ELECTRONIC SIGNATURE IS OK).**

If there are any problems with your booking, please email education@belfastzoo.co.uk or phone 02890776277 extension 228 or 204.

**YOUR BOOKING IS NOT CONFIRMED UNTIL YOU RECEIVE A 'BOOKING
CONFIRMATION' FORM FROM BELFAST ZOO STAFF.**

Privacy notice

Belfast City Council is the Data Controller under Data Protection legislation for the personal data gathered on this form. Belfast City Council will use the information that you provide for the purpose of processing your booking and providing your educational experience. By completing this form, you are providing your personal data on the basis of consent. Personal data may be shared between Council staff who are involved in providing this service and between Council Departments with the purpose of supporting an effective delivery of service. Your personal data will not be shared or disclosed to any other organisation without your consent or unless the law places an obligation on the Council to do so. Personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation. It is also held in line with the Council's retention and disposal schedule.

If you have a query regarding your personal data or you wish access to it, please contact records@belfastzoo.co.uk