

COAA Booking Form 2006

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HOW TO BOOK YOUR VISIT TO COAA

- Contact us here at COAA or visit www.coaa.co.uk/avail.htm, to check that the dates that you require are available.
- Contact your local travel agent to book your return flights to Faro airport and your compulsory comprehensive holiday insurance covering accident, loss and cancellation.
- Complete this form and send it to us at COAA, without delay, together with your booking deposit of £50 per person or use our online booking system to confirm your booking and to pay your deposit.
- **We can only hold a telephone or email booking for 7 days without receiving your deposit.**
- On receipt of your completed booking form and deposit, we will acknowledge your booking details in writing and send you a Pro-Forma invoice for the balance that becomes payable 6 weeks before your arrival at COAA.

OUR RATES, DISCOUNTS and TERMS

Basic rate for Bed and Breakfast: **£27.50** per person per day *less* the following discounts:

Group/family size	single week	two+ weeks
4+ in one suite	15% off	25% off
3 in one suite	7% off	17% off
2 sharing bedroom	basic rate	10% off
Single occupancy	basic rate	basic rate

*Rates include visitors' use of the astronomy equipment at COAA, which is shared, on an equitable basis, amongst visitors during an observing session of two hours or so each evening after twilight ends. Rates do **not** include cost of your flights, compulsory insurance, etc. Set-menu evening meals, including wine and coffee, are available for €14 euros per person, payable at the time of your visit. We strongly recommend that you hire a rental car to make the most of your stay at COAA. Rental cars can be collected from Faro airport or you may prefer to come from Faro by taxi (approx. £30), bus or train (approx. £3). Please note that we are merely acting as your agents in booking a hire car or taxi and we cannot accept any responsibility for these services, which are not under our control. We are able to accept credit cards for payment of deposits, goods and services at COAA. Booking deposits can be paid by credit card over the telephone, fax, email or online. Credit card transactions are effected in Euros based on the prevailing Interbank exchange rate. We take every care to ensure that your stay with us will be a safe and happy one and to guard against accidents. However, because observing has to be done at night, with no artificial lighting, there is an increased danger of accidents, which unfortunately cannot be avoided. We therefore require all visitors to COAA, before using the facilities in darkness, to investigate, during daylight, the equipment, the observing platforms, the domes, the access pathways and the surrounding area to ensure that they are aware of anything that might be hazardous in darkness. Visitors must make it their own responsibility always to act in a way consistent with such hazards, as we cannot accept liability for accidents or losses that arise while using the facilities at COAA. It is for this reason that a condition of accepting bookings at COAA is that visitors confirm in writing on the booking form that they have taken out comprehensive holiday insurance covering accident, loss and cancellation.*

YOUR HOLIDAY DETAILS (please complete **all** sections and be sure to sign at the bottom)

	Arrive	Depart	
Date:	/ /	/ /	<i>Please let us know of</i>
Time at Faro:	:	:	<i>any changes to your</i>
Flight no:			<i>flight no or timing.</i>

Your name: _____

Your address: _____

Telephone: _____ Email: _____

All names in party: _____

Two sharing bedroom? (see rates) Yes / No

Please book a hire car from Faro

Please book a taxi from Faro

Please book a hire car at COAA

I have hired my own car

Please send me a route map

Evening meal on arrival day

Please reserve my holiday in accordance with the above details and terms. I confirm that I have comprehensive holiday accident insurance as required. I enclose my **booking deposit of £50 per person** by cheque credit card (€ equiv.)

Credit Card number (opt.) _____ security code(3 digits) _____ expiry _____

Signature _____

Date _____

Office use only DEP [] AKB PFI PMT [] AKP MAP CAR TXI INV []