

# PARTY BOOKING INFORMATION PACK



\*\*\*\*\*Please find below important information regarding your booking\*\*\*\*\*

Thank you for booking your birthday party with us, we are very much looking forward to seeing you all soon.

To make sure your party runs smoothly please read the information below that applies to all bookings in addition to our terms and conditions of booking.

- **Booking conditions**

On booking you have paid for the party in full. By securing the booking, those places have been removed off our booking system and reserved for your guests. This will prevent others from booking these places. Full payment at the time of booking is non-refundable, but can be transferable up to 4 weeks in advance of your party date. Regretfully, we are unable to transfer party dates within 4 weeks of your party date, and no refunds will be made. If you have chosen the split payment option, the remaining balance for the party will be taken automatically from the same card as the deposit was paid 3 days before the party. If you have paid in full, no further payment is due. If you have recently changed your cards, or you wish to pay by an alternative card, please let us know 7 days prior to your party.

Please see our full terms and conditions at <http://www.outdoorlaser.com/booking-terms-and-conditions/>

- **Numbers booked and Inviting your guests**

Please note: how many guns reserved and paid for at the time of booking, is how many your group will be allocated on the day. If fewer guests arrive on the day, the full amount must still be paid. If you would like to increase the number of guests, you will need to call us first before inviting any extra guests, as it is unlikely we will have extra guns available on the day and this will result in some of your invited guests not being able to take part. We recommend only sending out the same number of invitations as you have guns booked to avoid disappointment.

- **Ages of Players & options for adults to join in.**

As outlined on our booking system, we group children in age ranges for Birthday parties. These age ranges are; birthday parties for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> birthdays can have players aged 8 years – 11 years in. Birthday parties for 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> Birthdays can have players aged 11 years to 15 years in. We have found over the years this works really well in terms of game play and levels of difficulty in games. With the exception of Exclusive use parties, all other parties are **only** allowed up to 2 players included in the numbers booked to be outside of those age ranges, this can be used for siblings and adults you wish to include. We usually have between 20-40 people playing at the same time; however there may be sessions where it may just be your group only.

The minimum age for players is 8 years old, with exception of exclusive use which is 7.5 years old. The minimum height is 122cm. If you have any questions regarding this, please let us know. Exclusive use parties do not have restrictions for adults and siblings with age ranges from 7.5 years to adult allowed. Please note we cannot under any circumstances allow players under 7.5 years to play.

- **Repeat Customers**

One of the questions we asked on our online booking was; if you have had a party with us before, by this we mean have **you personally** booked a party and paid with us before. If so, as a Thank you for your repeat custom you will receive 1 extra place free in addition to the numbers already booked. To claim your free place, send us an email to [lasergaming@oxfordadventurepark.com](mailto:lasergaming@oxfordadventurepark.com) and we will check our records and confirm your free place!

- **Weather**

Bad weather, Rain, light snow and patchy showers are acceptable conditions that do not require cancellation. We are an all weather, **wet weather** provider, and continue in Rain, sleet and Snow – subject to access to the site. In the event thunder and lightning occurs during the session, the session will be stopped; all participants will be taken to a safe area until the bad weather disperses. The session will then continue as normal. In the event that weather is so severe that the session has to be cancelled by us, (severe gales, and severe snow storms) we will notify you at our earliest convenience and re-schedule your session for another time. If our venue is operating in adverse weather conditions as normal, and can provide a safe well managed session, in the event you choose to cancel your session, your session will not be re-scheduled, the full balance will still need to be paid and no refunds will be given.

- **Site Closure**

Under circumstances out of our control, including but not limited to; extreme weather or other natural damages to our site, or other events which may create unacceptable risk to health and safety or the inability to run an acceptable standard of session, we reserve the right to cancel your booking and offer an alternative date. Our activities are all-weather sports and activities and will normally proceed regardless of weather conditions. In adverse weather conditions you should assume your booking will proceed unless directly advised by us otherwise. We will do our best to keep the site open and check access routes are clear. In the event that bad weather forces the site to close – such as severe snow, we will inform you at the earliest opportunity and re-schedule the party for another date.

- **Parents Consent**

We require each player to have a completed consent form prior to play, under 18's need to have a parental consent form filled in. We regret without this form the player cannot play. We also cannot accept any amended forms or other versions of the form in any circumstances. Please hand all completed forms to the party leader on arrival. If there are any players with a nut allergy/food allergy they **MUST** provide their own

food on the day. Please note, children under 8 are not permitted to play unless exclusive use is booked – this affects game play of the whole group. **NO FORM – NO PLAY**

- **Invitations and consent forms**

We have free invitations available to download only, from our website at <http://www.outdoorlaser.com/after-you-have-booked-your-party-with-us/>

They are on the after you have booked your party page, towards the bottom in the **DOWNLOAD SECTION**. Please download:

1. **Front page of Invite**
2. **Directions**
3. **Disclaimers for under 18's**

We recommend stapling the pages together so it is easier for parents to remember to bring the form back with them on the day.

All players are required to start the gaming promptly at the party start time. We regret if any players are more than 10 minutes late we will be unable to accommodate them in the party. This rule has to be enforced for us to comply with our insurance. Please ask your guest to arrive on time!

**Please remember please do not over invite!**

### **On arrival**

On arrival please wait at the meeting point in the car park for our leader to greet you. Please can you keep all the children together and again for health and safety reasons keep the children from running around the site. Recently we have had guests turning up 1 hour early. Please inform them they only need to be there 10 minutes before. Parents are welcome to stay, we have an outdoor waiting area and tea and coffee available.

- **Party Format**

The first 25-30 minutes of the session is kit up, safety briefing and gun issue. Followed by 1.5hr gaming time. Usually the last 10 minutes of the party is spent de-kitting, photographs and debrief. At the end of the party we will hand the children back to you to supervise whilst they are eating or being picked up from the forest cafe.

Food is **not** included in our packages but can be purchased as an additional extra.

If you have purchased food in addition to your party, you will be given food tickets by your Marshall. These can be redeemed in the forest cafe at the end of the party. If you have purchased food you will have reserved seating under the forest shelter for 20 minutes. (After this time kids usually get bored and want to start climbing trees! so we recommend this time is limited)

Please note during this time the Birthday parents will need to supervise the children. If you wish to bring a birthday cake to do at the end, goody bags, or anything extra, please feel free to do so. There is a vegetarian option for the burgers, please ensure your guests put this on the form if they are required.

Parents can wait at the forest cafe if they are staying on site. There is an area for parents to take photographs in the Birthday Area at the end of the party before the food, but we regret that parents **cannot** enter the zones, and with any cameras/video cameras in any circumstances for safety reasons. We try to take photographs on most sessions and will upload to our facebook page for you to download.

We usually have between 20-50 people playing in our sessions and try and group our parties in age ranges to compliment each other. Unless you have booked for exclusive use, you group may be playing against others.

If you are **not** purchasing food and would like to bring your own, you can do. There are picnic tables outside near the forest cafe and over in the high ropes area but this is not undercover. All children and guests need to be supervised at all times and **MUST NOT** climb any obstacles, trees or access any gaming or high ropes areas. If you are bringing your own food, we ask for you to remove all your own rubbish from the site and take this home with you to dispose of.

- **Clothing**

We recommend that in cold weather children wrap up warm. A coat is a **MUST**, hats and thin gloves are recommended. Suitable footwear and warm layered clothing appropriate for the weather is needed. Recently children have been turning up without coats. Please ensure all parents are told to dress their children appropriately. In warm weather we recommend Long T-shirts and Long trousers.

In warmer weather, we recommend cool layered clothing, long trousers and long sleeved t-shirts and also insect repellent and sunscreen put on prior to arrival.

Footwear must be trainers or walking/hiking boots only.

### **The Culham site**

The Culham site kindly allow us to use their roads to access the woodland, and in order for us to continue to do this, we have to abide by their Health and safety policies and site regulations. The culham site is an industrial estate and many of the activities such as HGV training can make the site a risk to others. We therefore ask all visitors to restrict movement to the woodland only; all visitors must stay in our area only and stick to the designated route of entering and leaving the site.

This information is also printed on the directions for your guests. Please could you encourage **lift sharing** for your guests for environmental reasons on the site

You can find a map of how to get us on the parents party info page or on the back of the invitation

- **Checklist for your party**

#### **Once booked your party;**

1. Download invitations and Directions
2. Download consent sheets (print on back of invites) staple all 3 together!
3. Order your personalised Dog Tags from us (optional)
4. Send out invites!

#### **3 Days before your party;**

1. Last chance to add food on to the party!

#### **Day of your party;**

1. Bring consent forms to party, and don't forget one for the Birthday child!
2. Bring napkins, lighter, candles and knife! (If bringing a cake)
3. Hand over the children
4. And relax!

Directions

### **From Oxford**

Leave the City Centre and join the ring road, head towards the A4074 Reading. At the Heyford Hill (Sainsbury's) roundabout take the exit sign-posted A4074 Reading and Wallingford. At the Goldenballs roundabout, take the 3rd exit B4015 towards Clifton Hampden, Didcot and Culham Science centre. Carry on this road until the T-junction, at the traffic lights turn right on to the A415 towards Culham and Abingdon. The entrance to Culham Science Centre will be found shortly after on the right hand side. Culham No1 Site **is the next turning on the right**. On entering the Culham No1 Site, go straight ahead and follow the signs for Lasergaming/High Ropes Oxford. Follow the internal signs; the old airstrip road will take you all the way through the site to the woodland. When you enter the car park, please drive slowly.

### **From the M4**

Leave the motorway at junction 13 and join the A34 towards Oxford. Continue on this road for approximately 16 miles until the Marcham interchange sign-posted A415 Abingdon. At the roundabout turn right towards Abingdon town centre. Drive through Abingdon in the one-way system following signs for Culham/Dorchester A415. We are located 2.2 miles from the centre of Abingdon. Continue on the A415. At the traffic lights with the Waggon & Horses public house carry straight on, Culham No 1 site can be found about 1 mile further on the left hand side just after the train station. On entering the Culham No1 Site, go straight ahead and follow the signs for Lasergaming/High Ropes Oxford. Follow the internal signs; the old airstrip road will take you all the way through the site to the woodland. When you enter the car park, please drive slowly.

### **From the M40 Southbound**

Leave the motorway at junction 9 towards the A34 and Oxford. Continue on this road for approximately 15 miles until the Marcham interchange sign-posted A415 Abingdon (South). Then follow directions as above. From the M40 Northbound – leave the motorway at junction 6 (signposted Watlington) and join the B4009 westwards. Continue along this road until the junction with the A4074 and turn right. Continue along the A4074 and at the second roundabout take the first exit onto the A415 towards Abingdon. Carry straight on at the traffic lights at Clifton Hampden and Culham No1 Site is the second turning on the right, just after the Science centre. On entering the Culham No1 Site, go straight ahead and follow the signs for Lasergaming/High Ropes Oxford. Follow the internal signs; the old airstrip road will take you all the way through the site to the woodland. When you enter the car park, please drive slowly.

### **Once on Site (Directions)**

From the entrance it will take 5 minutes drive to the woodland

To access our woodland, we have to enter the culham No1 Site, please do not drive around other areas of the site and stop when asked by security.



On entering the Culham No1 Site, go straight ahead and follow the signs for Lasergaming/High Ropes Oxford. Follow the internal signs; the old airstrip road will take you all the way through the site to the woodland. When you enter the car park, please drive slowly. If you get lost please call [0799 9579583](tel:07999579583), and we will direct you from where you are

- **Party Bag Gifts**

We know how difficult it can be to source a party bag gift that has the cool factor for our outdoorlaser parties, well now we have the perfect gift! **Personalised military dog tags**. These will be presented to your birthday group at the end of the session, and each tag will have your child's name on.

Each tag can be personalised with your own message, you can have nicknames, team tags-each tag can have a different message with choice of black, cammo, pink cammo and desert cammo silencers.



Orders need to be received 7 days before the party date. You can order in your group sizes only, for example in batches of 10, 15, 20, 25 + Please e-mail Lisa at [lasergaming@oxfordadventurepark.com](mailto:lasergaming@oxfordadventurepark.com) to order.

Please call us if you have any queries or questions regarding your party and we will be happy to help. We will keep your e-mail address on our system to inform you of party offers, holiday camps we are running, offers, and our newsletter with money off vouchers. If you do not wish to receive this, please e-mail us and we will remove you from the list. Your e-mail will not be used for anything other than the above, and will not be passed on to anyone. You can also join our facebook page for more offers at <http://www.facebook.com/lasergamingoxford>

Hope to see you soon

Kindest regards  
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#### Lasergaming Uk Ltd

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**Registered office for post only:** Unit 128, Culham No1 Site, Oxfordshire, OX14 3DA

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