

2021 PARTY BOOKING INFORMATION PACK



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

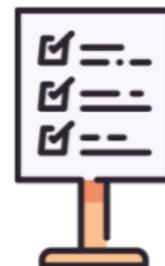
Thank you for booking your birthday party with us, we are very much looking forward to seeing you all soon.

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. Please note the Government rules change all the time so this form will be updated accordingly.



2021 Party Structures

Due to the latest guidelines issued, we have changed the structure of the Party to ensure we can run safely. As the rules change all the time, we will review regularly and update as needed.



• 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. Regrettably, we are unable to transfer party dates within 4 weeks of your party date, and no refunds will be made. In the event of any Please see our full terms and conditions at <http://www.outdoorlaser.com/booking-terms-and-conditions/>

• Force Majeure

Neither party shall be liable for any breach of this Agreement or our booking terms and conditions caused by an event of Force Majeure or an event beyond our reasonable control including but no limited to.

- a) acts of God, flood, drought, earthquake or other natural disaster;
- b) epidemic or pandemic;
- c) terrorist attack, civil war, civil commotion;
- d) any law or any action taken by a government or public authority.

This information is for you as the party host -

Before Your Party.



Issue the link to the online waivers to all of your guests before the party



Please Fill in the online Waivers for the Birthday child before the party. If you are playing, you will need to complete the Adult Waiver too.



Download the NHS Track and Trace app ready and activate it ready. This must be done prior to arrival.

Day of the Party.



Please arrive **20 minutes before your party start time** as you will need to be there to receive your guests in the car park. As your guests start to arrive, we will ask you to wait with them whilst we are checking everyone in. Once done we will then take everyone up to the woodland.



Please park your vehicle where our staff instruct in the car park, please leave all valuables and personal belongings at home.



Our staff will ask you to scan the NHS Track & Trace QR code for our location and confirm this has been registered on your screen.



Both You and the Birthday child will be temperature checked and hand gel issued before entering the woodland.



Any gifts/cards must be handed directly to you adhering to social distancing rules if applicable.



As the parent of the Birthday child, you can enter our woodland site and we will give you a designated area to wait whilst the party is taking place. Please note, we note we cannot allow siblings or other relatives to wait with you. Once the party has finished you will need to exit the site as soon as possible.



Social Distancing must be adhered to at all times

This information sheet is for your party guests, it can be found with the invites and also on the same page as the online waiver when they go to fill it out at <https://www.outdoorlaser.com/birthday-waiver/>

Before the Party



Fill in the online Waivers for your child before the party at <https://www.outdoorlaser.com/birthday-waiver/>



Download the NHS Track and Trace app ready and activate it ready. This must be done prior to your arrival.

Day of the Party



You must arrive 15 minutes before the party start time to enable us to adhere to our covid safe measures below, we cannot accommodate late arrivals under any circumstances. Please pick up your child promptly on time.



Please try and remain in your vehicle when dropping off and picking up your child, our staff will come over and log you in / collect / handover your child.



Our staff will ask you to scan the NHS Track & Trace QR code for our location and confirm this has been registered on your screen.



Each party guest will be temperature checked and hand gel issued before entering the woodland.



Any gifts/cards must be handed directly to the party parent adhering to social distancing rules if applicable.



Please do not gather or congregate in groups in the car park. Only parents of the Birthday child can enter our woodland. Once the party has finished you will need to exit the site as soon as possible so we can allow the next party to arrive.



Social Distancing must be adhered to at all times

Your booking information cont...

- **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 **email 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 9th, 10th, 11th birthdays can have players aged 8 years – 11 years in.

Birthday parties for 12th, 13th, 14th and 15th 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 already booked and paid for 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 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 years to adult allowed.

- **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 with us before using your own card. 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 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 reschedule 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 rescheduled, 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; Force Majeure, 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 without refund. 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 disclaimer/waiver form prior to play, under 18's need to have this signed by a parent or guardian. We regret that without this form the player cannot play. We also cannot accept any amended forms or other versions of the form in any circumstances. All forms need to be completed using our online waiver service. 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 <https://www.outdoorlaser.com/birthdayparties/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. **Parent Information (CAN ALSO BE FOUND ON THE WAIVER PAGE)**

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

You will need to give all parents the link for them to complete their online waiver forms before the party - this is the link <https://www.outdoorlaser.com/birthday-waiver/>

All players are required to start the gaming promptly at the party start time so we recommend party guests arriving **15 minutes beforehand for all the covid safe checks.** We regret if any players are more than 5 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 in the car park for our leader to greet you. Once we have temperature checked each child we will ask you to wait with them whilst we register everyone for the party. 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 15 minutes before. Once the checks are done we will take all the groups up together and start the party.

- **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 escort you and your group back down to the car park for departure.

Food is not included in our packages. Unfortunately at the moment, we are unable to provide an area for

food and drink or birthday cake celebrations or any areas for parents to wait or gather other than the parent of the Birthday child.

The birthday Parents will be asked to wait in the designated area at the forest shelter if they are staying on site and adhere to social distancing. There is an area for parents to take photographs at the end of the party before we take you back down to the car park, 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, your group may be playing against others.

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.

- **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, 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 allows 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 site is on private land and has CCTV recording and number plate recognition at all times. 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. Once the party is finished we ask you to leave the site promptly.

This information is also printed on the directions for your guests.

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

- **Checklist for your party**

Once booked your party;

1. Download invitations, parent info sheet and Directions
2. Issue this link to the online disclaimers/waivers to all parents and players
<https://www.outdoorlaser.com/birthday-waiver/>
3. Order your personalised Dog Tags from us (optional)
4. Send out invites via email or paper

Day of your party;

1. Don't forget to complete the online disclaimer/waiver for the Birthday child!
2. Arrive 20 minutes before the party start time and follow the instructions from our staff
3. Once we are in the woodland, Hand over the children and head over to the forest shelter
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**, 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 outdoor laser 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. You can order in your group sizes only, for example in batches of 10, 15, 20, 25 + Please e-mail us at lasergaming@oxfordadventurepark.com to add to your 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
Best Wishes

Kaine, Lisa, David and the Team

Oxford Adventure Park Ltd is registered as a Limited Company in England and Wales No:
11943311

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Lasergaming Oxford and High Ropes Oxford are trading names of Oxford Adventure Park Ltd