

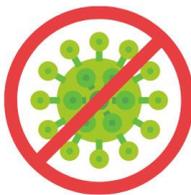
# 2022 PARTY BOOKING INFORMATION PACK



\*\*\*\*\*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.



## 2022 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 from 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 <https://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 not 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.

- **Changes to 2022 Bookings -**

**Changes to party structures and sessions from January 2022**

In line with risk assessments to safeguard our visitors, guests staff, and other site users, the following rules will remain in place for **all sessions throughout 2022.**

- Our parties offer Lasergaming only, We do not currently offer any food options with the party or any facilities for you to bring your own food on-site, so the sessions are Lasergaming only. There are a number of parks and restaurants/take-outs in Abingdon town centre – 2 miles away.
- We are unable to offer time or space in our forest shelter or anywhere on our site for cake celebrations and gatherings at the end of our sessions.
- We are unable to accommodate parents of guests on-site during parties, we allow only the parents of the Birthday child to stay on-site whilst the party is in progress and they will be asked to wait in a designated area. (Max 2 parents per party). Parents are welcome to wait in their cars in the car park whilst the party is in progress.
- All parents of guests must try and remain in their vehicles when dropping their children off and picking them up, they must not gather together. We have to check in each child individually so we need to make sure this is done efficiently to prevent delays.
- Each child will be temperature checked and given hand sanitiser on arrival
- We recommend all present/gift/card transfers be done in the car park and are handed directly to the birthday parents.
- Multiple online disclaimers are required for each player to take part including a covid release form, these are online disclaimers and will need to be completed by the parents before the party session.
- All party guests MUST be present at the party start time so we can carry out our COVID safe measures. We cannot accommodate late arrivals in any circumstances, once the temperature checks and hand gel issue have been done along with the sign-off for the electronic forms and our team have left the car park to start the session, we can not admit any latecomers to your party.
- We will not be issuing flaks, vests or any other team ID other than headbands at this time.
- The Birthday session structure is 30 mins safety brief and mission brief, 1.5hr lasergaming, so 2 hours in total.
- When the games finish if all parents have consented we will take a team photograph and escort the party group back to the car park for pick up by their parents.
- All party guests must leave the site promptly once the session has finished, there are no facilities for picnics, gatherings, or birthday cake celebrations on our site, around our site, in the car park, or around the Culham No1 Site. In order for us to carry our cleaning schedules and session preparations and to make sure there are no cross-overs with the next party groups/sessions coming in we will ask your group to exit the site once the party is over. Abingdon which is 2 miles away has a huge park and lots of food places should you want to celebrate afterward.
- When booking, you will be asked to confirm you understand and agree that if your booking has to be cancelled due to covid, self-isolation, positive test results of the party host, birthday child or

guests, or lockdown, your booking is non-refundable. You will be given a credit note to re-book at another time, no refunds will be given. \*

- Any players with Asthma (adults and children) regardless of if it is seasonal, occasional or has been many months since the last attack - MUST have their inhaler with them in order for them to play. This is an insurance requirement. If they do not have their inhaler with them, they will be unable to play or enter our site, no refunds will be given.
- Booking terms and conditions can be found [here](#)

### Your booking information cont...

- **Numbers booked and Inviting your guests**

Please note: how many guns are 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 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 gameplay 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 ranging 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](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 canceled by us, (severe gales, and severe snowstorms) 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 an unacceptable risk to health and safety or the inability to run an acceptable standard of the 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/online waivers**

**We require each player to have a completed online waiver form prior to play**, under 18's need to have this signed by a parent or guardian. We regret that without this form being completed, the player cannot play. We also cannot accept any amended forms, paper versions, or other versions of the form in any circumstances. All forms need to be completed using our online waiver service. Please note, children under 8 are not permitted to play unless exclusive use is booked – this affects gameplay of the whole group. **NO FORM – NO PLAY.** You will receive a separate email with your personal links so you can issue them to your guests.

- **Invitations and consent forms**

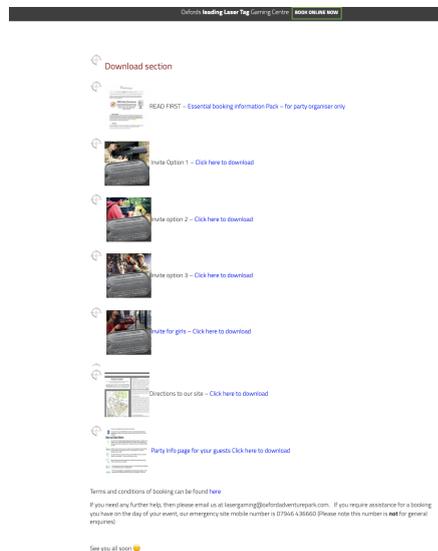
**Now our online waivers are online-only, you will need to issue the online link to your guests as well as the invite, the directions, and the parent information below.**

On booking, you will receive a separate email from us with your own personal online waiver links and tracking page. This will enable you to track who has signed their forms and who hasn't before the party.

**All online waiver forms MUST be completed by your guests by the Friday before the Party.**

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**

If you are issuing paper versions, we recommend stapling the pages together so it is easier for parents to keep it all together. Most parents are issuing these electronically with the link via text, email, messenger or WhatsApp. Please note the online waiver cannot be issued on paper.

**You will need to give all parents the link for them to complete their online waiver forms before the party - the link to the online waivers for your group is in the emails sent to you after you booked with us.**

**Please issue the links to your party to all your guests and ask them to complete the online waiver 24hrs before the sessions starts.**

All players are required to start the gaming promptly at the party start time so we recommend party guests arrive **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 at 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!**

**This is a copy of the parent's info sheet that you will need to issue to all guests as above.**

## Before the Party



RSVP to the Party Parents / Party organiser ASAP. Let them know about any medical needs/other info that they might need to know.



Fill in the online Waivers for your child before the party, you would've been given the links for these by the party organiser. Please make sure these are completed the day before the party.

## Day of the Party



You must arrive 15 minutes before the party start time to enable us to adhere to our safety 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.



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



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 we ask you to exit the site as soon as possible so we can allow the next party to arrive.



If any players are Asthmatic, they **MUST** have their inhaler with them to play, even if it is occasional or seasonal. It is an insurance requirement. No inhaler - No play.



All players must wear suitable footwear, trainers or walking boots. No flip flops or open-toed or open-healed shoes.

This is your checklist for the party.



## Before Your Party



Issue the link to the online waivers to all of your guests before the party. You will find these on your booking emails which were sent after you booked with us.



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.

## 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 in the car park, please leave all valuables and personal belongings at home.



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 can only allow a maximum number of 2 parents to stay per party. Once the party has finished we will ask you to exit the site as soon as possible.



If any players are Asthmatic, they **MUST** have their inhaler with them to play, even if it is occasional or seasonal. It is an insurance requirement. No inhaler - No play.



All players must wear suitable footwear, trainers or walking boots. No flip flops or open-toed or open-healed shoes.

### 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. This is followed by 1.5hr gaming time. Usually, the last 10 minutes of the party is spent de-kitting, photographs, and debriefing. 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 2 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 if in place. 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 if we have consent on the online waiver form and will upload them 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 complement each other. Unless you have booked for exclusive use, your group may be playing against others.

Once the party is over, we will escort you and the group back down to the car park for departure. We do not have an area for you to picnic, do a birthday cake, or have snacks. We ask you to exit the site ASAP so we can limit the number of people on-site at any one time.

Whilst waiting, 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 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 parent's 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
3. Order your personalised Dog Tags from us (optional)
4. Send out invites via email - giving each guest the link to the online waivers.

**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 the 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 to 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 **07946 436660** or **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 a 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](mailto:lasergaming@oxfordadventurepark.com) toad to your order.

---

Please email 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

Oxford Adventure Park Ltd - Registered Address and Postal Address, Unit 128, Culham No1 Site  
Oxfordshire OX14 3DA - [lasergaming@oxfordadventurepark.com](mailto:lasergaming@oxfordadventurepark.com)

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