

# 2025 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 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. Regretfully, 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.

Below you will find:

1. Info on 2025 Bookings
2. Booking Information
3. Invite information
4. Checklist for the party
5. Party info sheet for parents
6. Other information.

## ● **1. Info on 2025 Bookings -**

### **Party Structures for 2025 Bookings**

- Our parties offer Lasergaming only, We do not currently offer any food options with the party
- We are able to offer 15 minutes at the end of the party for you to do a birthday cake in our birthday cake area for players and parents of players. This area is not sheltered and consists of picnic benches outdoors. Other players and birthday parents will also be in this same area.
- You can bring your own food and you will also need to bring your own cups, refreshments, plates, napkins, a knife for cake etc We will also ask you to take all your rubbish home with you.
- The maximum time allowed in the birthday cake area is 15 minutes and after this time, our staff will escort you to the car park for departure.
- Any parents waiting during the party will be asked to wait in a designated Birthday area, they must not walk around the woodland or enter zones. Parents are also welcome to wait in their cars in the car park whilst the party is in progress. One adult from each party must remain on site at all times.
- On arrival, all players must wait in the car park until we have checked you in. We have to check in each child individually so we need to make sure this is done efficiently to prevent delays.
- The Birthday session structure is 30 mins safety brief and mission brief, 1.5hr lasergaming, so 2 hours in total and then 15 mins at the end in the birthday cake area, if required.
- When the games finish if all parents have consented we will take a team photograph and escort the party group to the birthday area for 15 minutes and then afterward back to the car park for departure.
- All party guests must leave the site promptly once the session has finished, there are no facilities for further picnics, gatherings, or birthday cake celebrations around our site, in the car park or around the Culham No1 Site. Abingdon which is 2 miles away has a huge park and lots of food

places should you want to celebrate afterward.

- All players are required to have an online waiver signed by their parents or legal guardian 24hrs prior to the session starting.
- 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.
- Any Players with any type of allergies MUST complete an additional allergy waiver 24hrs prior to the session. If auto-injectors are required then they must bring 2 x auto-injectors and have submitted their allergy action plan prior to the session in order for them to play. This is an insurance requirement. More information can be found here - <https://outdoorlaser.com/allergy-information/>
- We will not be issuing flaks, vests or any other team ID other than headbands at this time.
- Booking terms and conditions can be found [here](#)

## **2. Booking Information**

- **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. Our email is [lasergaming@oxfordadventurepark.com](mailto:lasergaming@oxfordadventurepark.com)

- **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, cold 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.

### **3. Invite Information**

- **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 legal 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 24hrs prior to the party.** 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.

If any guests have an allergy, an **additional allergy waiver** is required to be completed by the parents 24hrs prior. If the allergy requires an auto-injector the parent of the player must upload their child's allergy action plan to the additional allergy waiver in order for them to take part. Allergy information can be found here - <https://outdoorlaser.com/allergy-information/>

- **Invitations and waiver forms**

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.

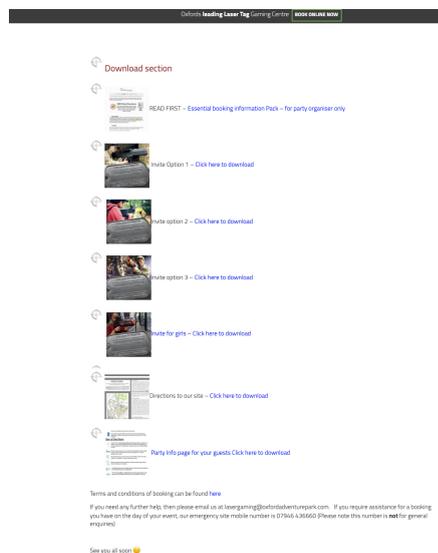
**All online waiver forms MUST be completed by your guests 24hrs before the Party.**

#### Invite Options:

**Option 1:** If you want to issue paper copies, 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 and print:**

- 1. Front page of Invite**
- 2. Directions**
- 3. Parent Information**

If you are issuing paper versions, you will need to also manually **add the link to the online waivers**. We recommend stapling the pages together so it is easier for parents to keep it all together.

**Option 2:** Nowadays with classlist and Whatsapp you may find it easier to message/email parents. Here is a script you can use to do this, you will just need to enter the details from the email with the online waiver links on, add your details and add the image of the parent information graphic.

You are invited to **(Child's name)'s Lasergaming Birthday Party**, to celebrate their (age) Birthday if you choose to accept.

#### **Mission Date:**

**Mission Time:** (enter start and finish time) Please arrive on time, Lasergaming cannot accommodate late arrivals.

**Location:** Lasergaming Oxford, Oxford Adventure Park, Rear of Culham No1 Site, Station Road, Oxfordshire OX14 3DA. <https://outdoorlaser.com/directions/>

**Clothing:** Clothing suitable for the outdoor weather, trainers and walking boots only.

**Paperwork Required:** All players must have an online waiver signed by their parents in order to take part - No form - No PLAY. this needs to be completed online 24hrs prior to the party. Please let me know if there are any medical or dietary needs. If your child has an allergy please also complete the additional allergy waiver too.

**Link to online waivers for under 18's:** (Add link to under 18's waiver)

**If your child has any allergies, please let me know and also complete this allergy waiver too:** (Add link to allergy waiver for under 18's)

**Medical:** If your child has Asthma they must have their inhaler with them on the day to play.

**RSVP:** (Your details)

Please also send the image of the parent information from the <https://www.outdoorlaser.com/birthdayparties/after-you-have-booked-your-party-with-us/> page

**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 check-in**. 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/Food requirements/Allergies or other info that they might need to know.



Fill in the online Waiver for your child 24hrs prior to the party, you would've been given the links for these by the party organiser. These need to be completed 24hrs prior to the party at the latest. If your child has an allergy, please also complete the additional allergy waiver



If your child has an allergy, please also complete the additional allergy waiver for under 18's 24hrs prior to the party. If the allergy is severe and requires auto-injectors you will need to upload your child's allergy action plan to the allergy waiver in order for them to take part.

# Day of the Party



You must arrive 10 minutes before the party start time so we can check you in, we cannot accommodate late arrivals under any circumstances. Please wait in the carpark. On pick up, please pick up your child promptly on time.



Please wait in the car park until we have checked your child in and asked any questions needed from the online waiver. Our staff will come over and log you in / collect / handover your child.



Any gifts/cards must be handed directly to the party parent



If the Party parents are doing a cake at the end of the party for 15 minutes, you can walk up to the woodland to collect your child or wait in the car park for us to bring all the group down for pick up and departure. 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. No inhaler - No play. This is an insurance requirement.



If any players have allergies, an additional allergy waiver must be completed 24hrs prior to the party. If auto-injectors are required, you must upload your child's allergy action plan and also bring 2 x auto-injectors with you. This is an insurance requirement.



All players must wear appropriate clothing for the weather and suitable footwear, trainers or walking boots. No flip flops or open-toed or open-healed shoes. Please use sunscreen/insect repellent if the weather requires.

This is your checklist for the party.

## 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. These need to be completed 24hrs prior to the party at the latest.



Issue the link to the online waivers to all of your guests before the party. You will find these links on your booking emails which were sent after you booked with us. These need to be completed 24hrs prior to the party at the latest. If any children have an allergy, please ask their parents to complete the additional allergy waiver 24hrs prior.



If any players attending have an allergy, their parent will need to complete the additional allergy waiver for under 18's 24hrs prior to the party. If the allergy is severe and requires auto-injectors the parent will need to upload their child's allergy action plan to the allergy waiver in order for them to take part.

## Day of the Party



Please arrive 15 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.



Any gifts/cards must be handed directly to you.



We have a birthday cake area that you are allowed to use for 15 minutes after the party for you to do a birthday cake and drink. You must provide your own food and drink and napkins, cups etc and all rubbish must be taken home with you. Time is limited to 15 minutes only.



Parents and any guests waiting are welcome to wait onsite in the birthday area only. If you are doing a cake at the end of the party for 15 minutes, parents of guests can walk up to the woodland to join in the celebrations /collect their child or wait in the car park for us to bring all the group down for pick up and departure. 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. No inhaler - No play. This is an insurance requirement.



If any players have allergies, an additional allergy waiver must be completed by the parents of the player, 24hrs prior to the party. If auto-injectors are required, the parents must upload their child's allergy action plan and also bring 2 x auto-injectors with them. This is an insurance requirement.



All players must wear appropriate clothing for the weather and suitable footwear, trainers or walking boots. No flip flops or open-toed or open-healed shoes. Please use sunscreen/insect repellent if the weather requires.

## **On arrival**

On arrival please wait in the car park for our leader to greet you. One of our team will meet you in the car park 10-15 mins before the party start time. 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 or to the birthday cake area for 15 minutes.

Parents are welcome to wait on-site during the party in the birthday cake area only. Please note we do not have any cafe facilities or refreshments at this 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.

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 or over to the birthday cake area for 15 minutes. We do not have a further area for you to picnic after the 15 minutes. We ask you to exit the site ASAP so we can limit the number of people on-site at any one time.

### **• 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 ANPR (automatic 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 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 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) <https://outdoorlaser.com/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 Oxford Adventure Park/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) to add to your order.

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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

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