

Birthday Party Information Letter

Thank you for booking with Eaton Vale Scout and Guide Activity Centre. Ahead of your visit, please find below some useful information.

Consent:

We ask that all young people attending the party have a completed consent form. The consent form is attached to the same email as this information letter, and we will collect the forms upon your arrival. No young person will be able to participate without a completed consent form. Obtaining this consent is the responsibility of the birthday party organiser.

Arrival:

Please arrive 10 minutes before your session to enable the activity to start on time. Drop off for groups is by the Dragon at the front of site. Please ensure the birthday party organiser checks in at the main office, and that no families enter the grounds beyond the car park unaccompanied.

Departure:

Collection is also by the Dragon at the front of site. We ask that families remain in the car park and that their young people are returned to them here. To ensure the safeguarding of other groups onsite, family members are not able to enter site to collect young people from the marquee space.

We ask that groups depart site and the car park promptly at the end of your party time. The timings will have been confirmed via email. Please ensure that you leave the marquee clean and tidy, with all rubbish having been taken to the bins and split into general waste and recycling. The bins can be found at the entrance to the car park, where the blue bin is for general waste and the green bin is for mixed recycling.

Families:

We ask that only the parents/carers of the birthday child remain onsite to be responsible for the birthday party. We ask all other families to drop off and collect by the Dragon and **leave site** in the meantime. While we appreciate that families may be keen to stay and watch the party, this is to ensure the safeguarding of all other groups onsite. Furthermore, families watching can often distract young people which makes it much harder for our instructors to safely run the activity session.

Bathroom facilities:

The bathroom facilities onsite are an outdoor toilet and shower block consisting of male and female toilets, an accessible toilet, and 6 showers for use after water activities. You may be sharing these facilities with other groups during your visit. We ask that a responsible adult supervises young people around the bathroom facilities.

Marquee hire:

During your birthday party, marquee hire is included. Our marquees are covered but not enclosed spaces. If the space is available before the times on the email, you may be able to set up or access this space early (however this is subject to availability). Our marquees have picnic tables within them, so you are welcome to bring tablecloths and decorations to enhance this space. You are also welcome to bring activities, games, cake, picnic items, etc. to enjoy at this time, but we ask that your group remains within their designated

area. If leaving any food unattended, please ensure it is stored safely in bags or boxes as site is open to wildlife such as squirrels.

Please ensure that you leave the marquee clean and tidy, with rubbish split into recycling and general waste and taken to the bins.

Weather:

We are able to run our parties in all weathers. Young people will have a much more enjoyable experience if they are dressed for the weather. Even on a dry day, site can still be wet and muddy underfoot. Please encourage young people to wear clothing and footwear suitable for this. We will not be able to offer access to any indoor space on wet days.

Smoking/dogs/alcohol:

- Eaton Vale has a no-smoking policy across all areas of the site. Please only smoke (including electronic cigarettes and vapes) in the designated smoking area in the car park.
- As a centre focused on children and young people, we do not allow alcohol to be consumed on the premises.
- Unfortunately, we do not allow dogs on site except for assistance dogs.

Behaviour management:

In order to ensure that your young person has the best experience possible, we ask that all participants adhere to the instructions and safety measures for activities. Please can the supervising family of the birthday person support our instructor/s with this.

Water party only:

We recommend that young people turn up to the party in the clothes that they will be going on the water in. We advise light layers, a jumper, and trainers or water shoes. We also strongly encourage bringing a complete change of clothes (including shoes and underwear), and a towel. Shower facilities are available on site for after the activity.