



**eaton vale**  
scout and guide activity centre

Thank you for booking onto this event and taking part in our 25<sup>th</sup> Birthday Celebrations. We are also delighted to welcome Circus Ferrell to Eaton Vale who you will meet during the day.

**Arrival/departure:**

Please ensure all your group have arrived by 9.45am so that we can start the event promptly at 10am.

The Circus show is due to end at 6.30pm we would suggest that you ask families to collect shortly after then.

*We will confirm closer to the event a suitable place onsite for your group to be dropped off/collected.*

**Car Parking:**

*We will confirm closer to the event plans for parking, however please ensure that you have arrived well in advance of your young people so that we do not have families awaiting leaders arrival.*

Please be aware that we are anticipating a large number of cars at arrival and departure. Please can you therefore encourage families to do a swift drop off/collection. Car Parking spaces may be limited so if car sharing can be encouraged too that would be appreciated.

**Event Plan:**

During the event we will split all event participants into activity groups (we will aim to keep units together but may need to mix units based on numbers booked)

Each group will take part in three of the below activities during the event.

- Climbing Challenge or Crate Stacking
- Tomahawks or Archery
- Obstacle Course or Low Ropes

Each group will also take part in a Circus Workshop led by the Circus Ferrell Team.

At the end of the day all groups will come together under the big top to see a Circus Show.

*We will confirm closer to the event, the number of groups that your booking has been allocated and the activities that each group will participate in.*

**Shop:**

There will be a time during the event where young people can visit the Eaton Vale shop. A few £1's for an extra badge or a small item of merchandise will be plenty for the Eaton Vale Shop

Furthermore, Circus Ferrell will be selling refreshments (popcorn, candy floss etc) at the start of the Circus show and young people may wish to bring some £1's for this too.

Each young person booked to attend the event will receive an Eaton Vale Circus Badge, leaders can purchase these for themselves at a discount price of 50p.

**Weather:**

We are an outdoor activity centre, and some activities will take place outdoors. We have limited shelter and limited indoor space.

Please, please, please encourage young people to pack and dress for the weather as it will make their event a far more enjoyable one.

In the event of Thunder and Lightning and/or High Winds we may need to re-assess the Circus Performance element of the day and/or some activities and will be in touch with groups closer to the time of the event if we anticipate this being the case.

**Kit List**

Please come to the event wearing:

- Uniform
- Shoes and coat suitable for the weather.
- Sun cream, hat (if weather is sunny)
- Circus accessories (*optional*)

Rucksack containing:

- Packed Lunch.
- Refillable water bottle
- Money for Eaton Vale Shop and Circus refreshments

### **Health and Safety:**

Your safety, and that of your group, is our highest priority at Eaton Vale.

The unit leaders accept responsibility for the general conduct of all group members throughout the stay and shall ensure that:

- All visiting adults accompanying the group always remain 'in loco parentis' and assume responsibility for all young people;
- Take all reasonable steps to minimise disturbance to other guests;
- Prevent damage to the property, fixtures and fittings and equipment and resources;
- Take care of personal possessions;
- Follow all health and safety advice provided by Eaton Vale Scout and Guide Activity Centre.

Participation in adventurous activities entails some risk of injury. All staff employed by Eaton Vale are trained and appropriately qualified to run our activity sessions in line with our standard operating procedures and within national governing body guidelines, where applicable. Complying with these guidelines will limit the risk of injury. Participants under the age of 18 years must have permission from their parent or guardian before being able to take part in any activity offered at Eaton Vale Scout and Guide Activity Centre. Both participants and persons with parental responsibility must accept an element of risk and have an understanding that accidents and injuries can happen. The parent or guardian needs to be made aware of and accept the risks involved in adventurous activities and satisfy themselves accordingly. Obtaining permission is the responsibility of the unit leader.

### **First Aid:**

As a unit leader you are responsible for the first aid requirements of your group. Activity leaders will assist if required and if the accident happens whilst on an activity session. However, if it is a minor injury the young person will be asked to seek their group leader's assistance.

In the event of a major emergency Eaton Vale will manage all logistics and support leaders as necessary.

### **Event Feedback:**

We welcome your feedback and opinions to ensure that we continue to offer events and meet the needs of Scouting and Guiding. You will be given a feedback form on arrival, please complete and return directly to a member of staff of if you would prefer that your feedback was more confidential please leave it in the post box at the front of the centre.

### **Additional Notes:**

Please ensure all relevant forms and Guiding processes are followed by you for this event.

Risk Assessments as follows

1. Eaton Vale Event risk assessment
2. Circus Ferrel Circus Workshop risk assessment
3. Circus Ferrel Circus Performance risk assessment

have been included please ensure that you read these and share these with all unit leaders.

Any further questions don't hesitate to ask us at [office@eatonvale.co.uk](mailto:office@eatonvale.co.uk).