

## Party Organiser's Notes

We're looking forward to welcoming you into the woods for your celebration soon. Before we do so, there are some important things you need to know:

### **Information for Guests**

The invitations, consent forms, directions and info sheet for guests can all be found at [www.hiddenwoods.co.uk/party](http://www.hiddenwoods.co.uk/party) confirmation. Please ensure that all guests receive this information in advance of the day. Please note that it's essential that all guests have a completed consent form with them on the day. It might therefore be worth collecting those in beforehand in order to prevent any unwelcome surprises?

### **Arrangements on the Day**

Please aim to arrive in the woods around 30 minutes before your scheduled start time, so that you're waiting in the arrival area (by the A-frame shelter) as your guests start to arrive. Your leader will meet you at that spot 15 minutes before your party starts. Please wait at the arrival area and do not wander into the woods to find us, as we have various camps within the woods, which might be in use by other groups.

As your guests arrive please collect their consent forms from them and bring any which contain relevant medical/dietary information to the top of the pile. Please then hand all the forms to your leader before the group sets off for the camp. At that point we'll carry all the food and drink up with us, so it's useful if that can be in strong bags/boxes (as few as possible!). Upon arrival at the camp you'll find a table set up for you to put your food and drink on.

### **What to Bring**

We'd suggest that you bring the following with you. Obviously feel free to supplement it where you feel a need, although in our experience, less is usually more!

- Pre-cooked sausages (chipolatas best for quick reheating)
- Veggie option?
- Bread rolls
- Squirry ketchup
- Serviettes
- Cake, candles, knife
- Drinks – bottles best as carton straw plastics usually become litter!
- Cups, tea, coffee etc. if offering hot drinks to parents that stay (we can provide flasks of hot water)
- Any other snacks – crisps, chopped fruit?
- Bin bags

We will have a pan and tongs ready to sizzle the sausages in (including separate cookware for vegetarian options if necessary). We'll also provide the marshmallows and the sticks for toasting those with.

### **Adults**

For children aged 5 and over, we need a minimum of one adult for every six children in order to stay within our supervision ratios, and would request that we never exceed one adult to four children for this age group. For under-5s we expect them all to have one adult each, but would ask that it is limited to just the one if possible, or the groups can become 'top heavy'.

**Final numbers**

Please confirm final numbers for your party at least 28 days before the event date. You can do this by logging back into our booking system and adjusting the number of children. You will then be prompted to pay the balance online.

**Further Information**

We hope this sheet provides you with all the information you need to plan your day, but if you have any questions at all then please email [hello@hiddenwoods.co.uk](mailto:hello@hiddenwoods.co.uk) and we'll be happy to answer those for you.

We look forward to celebrating with you in the woods soon!