



Adventure



A guide to Birthday
Parties

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Introduction

Firstly, thank you for booking your Birthday Party at BF Adventure!

We are confident that you will have a great time and it's great to know that any funds raised through our Adventure Sessions go towards helping disadvantaged and disabled young people. To see how your money is being used please visit www.bfadventure.org

This document contains all the information you require to enable you to have a great time.

If there is any information not contained within this document, please call our bookings team who are always ready to help out.

Sincerely

A handwritten signature in black ink that reads 'Tony Baker'. The signature is written in a cursive style with a long, sweeping underline.

Tony Baker

Centre Manager

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1. What are Drop in Adventure Sessions

A typical birthday party session lasts for two hours of activities and then an hour in our party room.

You will normally have two activities over the two hours. The first is a short warm up activity and the second a larger more involved activity.

The second part of the activity is the party room. We will provide you one of our classrooms for you to have a party lunch and some birthday cake. The room is basic and there is a kitchen available for you to heat up some food.

2. How to book

Your party can be booked by emailing or calling our bookings team. You can find our contact details using the links below:

<http://www.bfadventure.org/about-bf/#contactus>

3. What to bring

See the full kit list later on in this document

4. Where to go

Full directions can be found on our website. For those with satellite navigation here is our address:

BF Adventure
Goodygrane Activity Centre
Halvasso
Penryn
TR10 9BX

5. Timings

Timings for the activities will be communicated on your booking confirmation. We strongly advise you arrive 20 minutes early to allow for travel disruptions and for signing in.

6. Weather

The activities operate rain or shine please be prepared for all weathers. Please use the kit list below to help you in your preparations.

7. Safeguarding

BF Adventure is a charity for young people and we take safeguarding very seriously. Our full policy

can be downloaded from our web site, in summary,

- Ask visitors to respect other users and our existing customers some who will have disabilities
- We never force anyone to take part in activities they do not want to do. We operate a challenge by choice policy, which puts your young people in control of their adventure
- We operate a secure site, we ask all visitors to report to reception on arrival
- We operate with very low ratios of staff to young people. These are 1:8 or 1:12 depending on their activity
- All activities are risk assessed
- We carry the AALS licence
- We hold the LoTC adventure mark
- We hold full insurance

8. Photo consent

People always have a great time here and like to shout about it! On arrival please inform staff if you do not wish any photos taken to be used for promotional or marketing purposes.

Capturing those precious moments on sunny days really does help us with our marketing. However if you do not wish to be photographed, we will of course observe your wishes.

9. Injuries and acceptance of risk

10. About BF Adventure

BF Adventure is a charity based Outdoor Pursuits Centre situated in converted disused quarry land. We have engineered specialist environments to support fun and educational activities that incorporate traditional outdoor pursuits to be enjoyed by everyone, whatever their age, gender or ability. People attending BF Adventure will be taking part in activities in one or more of these specialist environments:

Water based activities such as canoeing, kayaking, quarry steering and raft building

These activities are instructed by qualified instructors and all required PPE such as personal

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Flotation Devices and safety equipment are provided as standard

High activities such as zip wire, climbing and abseiling

These activities are instructed by qualified instructors and all PPE such as harnesses are provided and maintained to industry standards

Land based activities such as archery, games and bush craft

Staff are trained in house by seasoned instructors with a wealth of experience

11. Acceptance of risk statement

BF Adventure operates activities that involve an element of risk. It is our inherent belief that exposure to risk in a managed and controlled environment educates, develops and provides opportunities for enjoyment and growth, and as such holds tremendous value to participants.

BFA commitment-We aim to manage the risk to an acceptable level through planning, training and monitoring. We will seek and listen to feedback from our users and external professionals. We reserve the right to alter plans should external factors such as the weather change the level of risk. BF Adventure will listen to the concerns of participants and will only encourage people to participant as far as they feel comfortable.

Parent / guardian / group leader commitment- All participants (including those under your responsibility) that use BF Adventure do so knowing that they enter a risk managed environment or have permission from someone who has parental responsibility to enter this environment and understand that taking part in activities may result in injuries. Participants agree to inform us of any personal information that may increase the risk level of the activity, or would lead to a negative experience. Participants also agree to abide to instructions, safety notices and only access parts of the site they have been given express permission to do so. Failure to abide by these may result in major injury and or death.

In the unlikely event of injuries, BF may have to administer first aid

Minor Injuries

BF Adventure will administer first aid to minor injuries such as cuts and grazes and inform parents at the time of pick up. A copy of accident forms can be requested.

Serious Injuries

In the case of a serious accident BF Adventure will contact the above named parent/guardian to gain permission to admit the above named young person to hospital. In the event that no contact can be made BF Adventure will take upon itself to make this decision if we feel it's in the best interest of the injured person.

On the sign in sheet, if you do not wish this to happen, please initial in the appropriate box.

12. Swimming

All water sports activities will take place with appropriate personal flotation devices which enables non swimmers to fully take part alongside our trained staff. On the sign in sheet can you identify non swimmers so our staff can dedicate the right level of support during activities.

13. Medical forms

From July 2017 these must be completed on line by a parent or legal guardian

14. Discipline and poor behaviour

From time to time some children become disruptive. For clarity and to ensure everyone has a great time we use a 3 strike system.

Strike 1 - verbal warning

Strike 2 - time out and parents are informed

Strike 3 - removed from activities and parents asked to collect as soon as possible

15. Complaints

In the unlikely event you are not happy with your experience you can formally write or email the CEO who will respond within 10 working days.

16. Terms and Conditions

These can be found on our web site and during the booking process

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Kit list

Please bring with you clothing and kit suitable for activities in an outdoor environment, the season in which you are coming and the forecast expected.

If you do not have some of the items on the list below please let us know and we may be able to lend equipment (boots / waterproofs).

We strongly advise you not to bring valuables (mobiles / iPod / cash / expensive clothing) as we cannot take responsibility for loss or damage.

Equipment

Wear clothes and shoes that can get dirty / wet

Full change of clothes

Sturdy shoes (No crocs, flip flops or open toe shoes)

Separate shoes to go in water (wetsuit boots or trainers)

Wetsuit if taking part in lake activities (BFA wetsuits supplied if necessary)

Packed lunch and plenty of juice or water

(no fizzy drinks and NO energy drinks)

Waterproof coat / Wellington boots

Any medication (please inform instructor if carrying medication)

Sun tan lotion

Hat

Your adventure is in our beautiful outdoor site, so insect repellent might be useful

Towel

Archery Party

1. Background

This takes place on site on our archery range. The activity usually starts with a small session in the adventure quarry to get people warmed by physically and also as a group.

The activity has a demonstration phase and our trained staff will show you how to shoot and talk you through the basics. After this the session will mould to the group but consist of someone to one coaching, some games, scoring and competition.

2. What to bring

We provide all specialist equipment including bows, arrows and safety equipment. You will need to dress for the weather as in winds and rain our range is exposed.

3. Physical ability

This activity is suitable for everyone. If you have a disability or are concerned about an injury please call our booking team before booking.

If you are in doubt please consult with a medical professional before bookings.



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Rafted canoeing party

1. Background

This takes place on one of our water filled granite quarries. The session involves a combination of canoeing and kayaking and the session revolves around the collective need of the group.

Some skills, games and a time to relax make up the structure of the session.

2. What to bring

We provide all specialist equipment including craft for the water and Personal Floatation Devices (PFD's). depending on the groups collective aims, we may decide to issue you with a helmet as well.

Wetsuits are not always a requirement but depending on your ability or the collective aims for the session you may decide to wear a wetsuit. We have a good selection of wetsuits or you can supply your own.

Wearing shoe on the water is essential. You will need a pair of water shoes or some old trainers.

A full kit list is available above

3. Physical ability

This activity requires you to be physically active and to engage in water sports. The requirement to swim is not essential as we offer PFD's but non swimmers should inform staff of their ability so reasonable adjustments can be made. All non-swimmers need to have a good degree of water confidence before taking part in the activity.

Medical conditions such as asthma, epilepsy or back problems among others should be disclosed on the medical form when making the booking and also staff should be personally informed before the session starts.

If you are in doubt please consult with a medical professional before bookings.



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Catapult Party

1. Background

This takes place on our lower field. Your party will use poles and bungee to build giant catapults and complete a series of fun challenges to score points and play other games

2. What to bring

No specialist equipment is necessary but please dress for the weather.

3. Physical ability

This activity is suitable for all people. People under the age of 8 will require some adult assistance due to the weight of the equipment.



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Low Ropes Party

1. Background

Our purpose made low ropes course is great to get your young people having fun and working together. This is best described as an assault course for teams of people. The premises of the low ropes is for a team to safely navigate the low ropes without touching the floor. We have a number of physical challenges to keep everyone entertained.

2. What to bring

No specialist equipment is necessary but please dress for the weather.

3. Physical ability

This activity is fairly physical. At any stage we can adapt the challenge to meet the age and ability of the group.

