



## Event Organisers Checklist

In order to assist all Event organisers we advise that you read through the following in order to ensure that your event runs smoothly.

- ❑ Book your chosen Event with us as early as possible. We are happy to advise on suitable events for you and your party.
- ❑ Ensure that the Event deposit has been paid to reserve your event.
- ❑ Ensure your group are aware of and have received a copy of the medical conditions / clothing requirements etc. These can be downloaded and emailed from the website.
- ❑ Be aware of the age and height restrictions in place for activities.
- ❑ Arrive at the Event venue at least 30 minutes prior to your activity time.
- ❑ Ensure that everyone in the group is OK with the location of the venue.
- ❑ Advise everyone that they **must not** consume alcohol or drugs prior to the activity.
- ❑ Ensure you get full fees payable from everyone prior to the Event.
- ❑ Enjoy the Event!

If you are experiencing any problems please call us at the earliest opportunity and we'll do our best to assist and advise you.

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