

To help you in the initial stages of your client's event enquiry, we have listed some useful information that you will need to think about when looking at venue options and itineraries. We are always at the end of a phone if you need us!

## GENERAL

### Start Time for Daytime Events

The standard start time for both indoor and outdoor events is 10am. If required, earlier can be discussed.

## INDOOR ACTIVITIES

### How Much Time Is Needed For Set Up

It is dependent on the activity chosen but we ask for a minimum of 60-90 minutes.

### Room Layout/Size Required

Again, subject to the activity chosen. A lot of our activities are based on a cabaret layout however we have a PDF guide that gives you an idea – please ask for details.

### Cookery Events

We have a wide array of cookery events available. Cookery must be allowed at your venue of choice. We are happy to speak to the venue about this for you. Most cookery events require ground floor access with double doors. Please ask on each enquiry for details.

## OUTDOOR ACTIVITIES

### Finish Times For Events

We must finish events with sufficient daylight to de-rig. At least 1 hour before sunset depending on the size of the event.

### How Many Activities Do We Need

The amount of activities we include is based on the number of guests & the format they require. If they want a team based event, we allow for a maximum of 8 guests per activity to allow everyone to have a go & lessen the waiting time.

If the activity is informal, more “come & have a go”, then we can provide less activities as it then introduces a spectator element.

## EVENING EVENTS

### Changing Rooms and Refreshments

Our staff and entertainers need a room to use as a base for changing, eating and waiting during evening events. Leisure facilities are not acceptable. Please discuss requirements with us.

### Murder Mysteries and Bands

Hot meals and a syndicate room are required as standard please.

### Wine Tasting and Cocktail Making

For drinks related events please check with the venue regarding possible corkage charges.

### Games and Simulators

When considering giant games and simulators please bear in mind most must be on the ground floor and have direct double door access, ask for further details.

### Evening Entertainment

It's always useful for us to have as much information as possible about the type of entertainment you are looking for including who the target audience is.

## THEMED EVENINGS

### Set up times

We need a minimum of 3 hours to set up a themed evening due to the time it takes to dress the tables and set up props and lighting.

