



Scouts
Surrey



BENTLEY COPSE ACTIVITY CENTRE BIRTHDAY PARTIES



Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | bookings@bentleycopse.org.uk

Birthday Parties



Number of Participants

Our base package includes up to twelve participants attending a birthday party. You can add more participants to form a larger party.

An online permission form is required for each participant.



Two hours of instructed activities

You may choose any two activities to be led by our instructors. Parties larger than twelve may be split into smaller groups with the activities being run in two parallel tracks and the groups rotating each hour session so that everyone gets a go at everything. Please advise us of the age of all participants.

Please call us to discuss your activity selection if you would like advise on which two would be suitable for your party.



Use of The Retreat

The Retreat is a kitchenette equipped space for your use. You may bring a picnic lunch/tea or use it for bag storage / cake cutting.



Parking Capacity

Our car park is available for your use, but capacity at weekends can be limited. Please have two adults stay with the party group, with all other parents/vehicles leaving the site while the party is underway.



First Aid / In loco parentis

There must be an adult accompanying the children at all. This adult will be acting [*In loco parentis*](#) to the young persons in their group and have access to their emergency contact details. The accompanying adults must ensure the young persons exhibit good behaviour and are following the directions of the activity instructor.

While our instructors are first aid trained and will have access to first aid kits, please ensure you look after the children's welfare at all times, and be prepared to administer first aid when required. There will be times (EG during arrival, collection and at lunch when you are not accompanied by an instructor)

Pick Any Two Activities

With over thirty activities to provide excitement, development and enrichment we recommend discussing your preference with us



Activity Age Suitability

Use this grid as a guide to aid selecting activities for your group.

All activities can be run for ages six and above – please call us regarding younger ages.

Instructed Activities	6yr to 8yr	8yr to 11yr	11yr to 14yr	14yr+
Abseiling 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Air Pistols 	★	★ ★	★ ★ ★	★ ★ ★
Air Rifles 	★	★ ★	★ ★ ★	★ ★ ★
Archery 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Bush Craft 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Climbing 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Crate Stacking 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Gladiator Challenge 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Jacobs Ladder 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Surrey Hills Hike 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Team Building 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Tomahawks 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Zip Line 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Self led Activities				
Adventure Course 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Aeroball 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Cave Maze 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Giant Table Football 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Challenge Bucket 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Frisbee Golf 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Ghillie Suit Stalk 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Head Of Doom 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Minibeasts 	★ ★ ★	★ ★ ★	★ ★	★ ★
Mini Crossbows 	★ ★ ★	★ ★ ★	★ ★	★
Nerf Wars 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Night Line 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Orienteering 	★	★ ★	★ ★ ★	★ ★ ★
Pedal Karts 	★ ★ ★	★ ★ ★	★ ★ ★	★ ★
Photo Quiz 	★ ★ ★	★ ★ ★	★ ★	★
Pioneering 	★	★ ★	★ ★ ★	★ ★ ★
Slack Line 	★ ★	★ ★ ★	★ ★ ★	★ ★ ★
Soft Archery 	★ ★ ★	★ ★ ★	★ ★	★
Soft Tomahawks 	★ ★ ★	★ ★ ★	★ ★	★

Participant Preparation

Activities can only take place if the participants are suitably prepared when they arrive.



Dress For The Weather Conditions

Rain-coats, fleece jumpers, hats, gloves... bring what you need to remain comfortable and safe.



Footwear

Shoes with closed toes are essential, so no crocs or sandals please.

Loose fitting boots should be avoided for most activities, and all those where you'll be climbing or leaving the ground. Hiking boots are better than wellies.



Clothing

Long trousers and sleeves are not a requirement, but can offer some protection from minor scratches and grazes. Clothing may get dusty or dirty on some activities.



Hair

Long Hair must be tied back, and for those activities that require a helmet (including adventure course, pedal karts and cave maze) in a style that allows the fitting of a protective helmet.



Jewellery / Valuables / Pockets

Empty your pockets and leave all that bling at home!



Food And Drink

Do **not** bring food or drinks (other than plain water) into activity areas. Please wash your hands before and after activity sessions.

The Retreat



The Retreat

The space is equipped with two folding tables and fourteen chairs.

Itemised list:

Two tables

Fourteen chairs

Broom

Dustpan and brush

Waste bin

Flat screen display

From time to time additional tables and chairs may be located in The Retreat – these may be used the field marquee but always leave the two main tables and fourteen chairs in The Retreat.



Kitchenette

The kitchenette in The Retreat provides you with a supply of cold drinking water, a sink, a kettle and a fridge. *Dishwashing sinks with hot-water are available on the outside of the main toilet block*

Itemised list:

Sink with cold water tap

Washing up bowl

Fridge

Kettle

Crockery and utensils for 12

Table and four chairs

Should you find consumable items in The Retreat these will have been left by previous users and are not supplied by Bentley Copse. Please alert Bentley Copse staff to their presence so we can remove them.



Toilets and Hot water for hand washing

The main washroom block, close to the main car park has youth and adult facilities. Access to the adult facilities is controlled using a coded lock, the number of which is C1982.



Heating

The heating is controlled manually.

Please switch off the heater on departure.



Fire Safety

The Retreat is equipped with a fire extinguisher. *The nearest fire assembly point is at the flagpole in the field opposite The Retreat.*

Do not place items on or close to the heater.



Woodland Environment

Our woodland setting means a multi-use space such as *The Retreat* is configured for practical every day use by visitors to Bentley Copse.

We are not precious about muddy boots being worn inside The Retreat, or the room being used for your needs – but please assist us by leaving The Retreat in a clean condition.



Dining Space

We recommend wiping down all surfaces if The Retreat is to be used for food consumption. Cleaning products are provided for your use.



Security

Unless you have been provided with keys to The Retreat for your exclusive use (EG a birthday party), The Retreat may be shared with other groups.

Belongings left inside are always left at your own risk.



Cleaning

Please sweep the floor, empty the bin of food products and packaging and wipe down all surfaces. Rubbish should go directly into the blue bins in the car park.

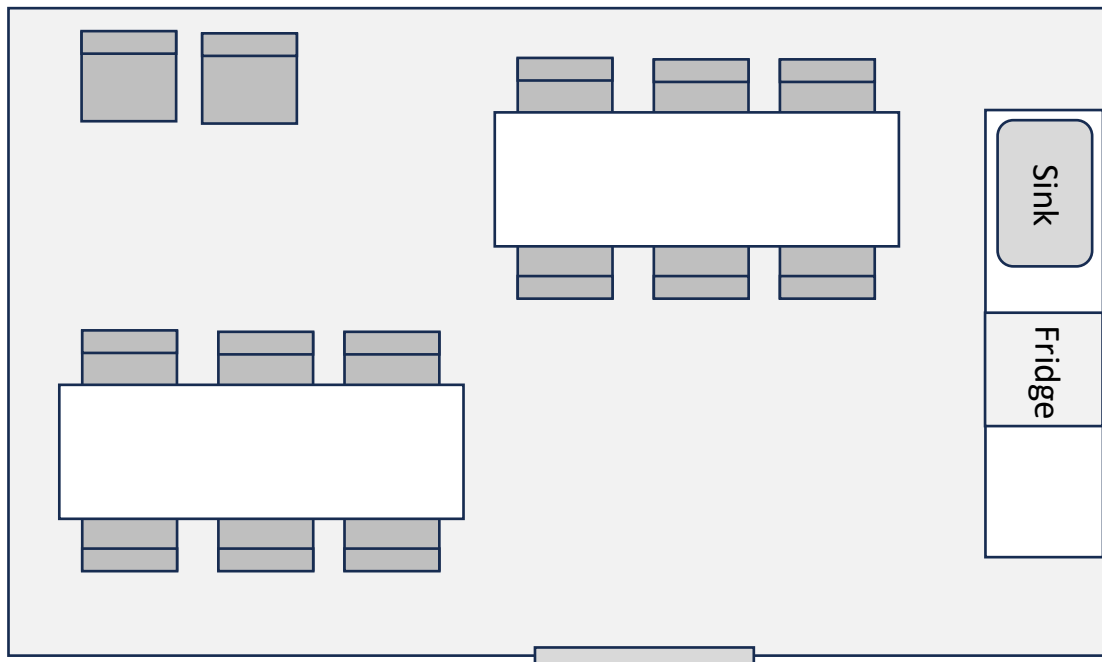
Perform a thorough check for lost-property.

Retreat Layout



Layout

You may adjust the layout of The Retreat for your own use, but please leave it with tables and seating for twelve persons.



How To Book



Check availability

Please check availability by calling 01483 202424 or emailing

bookings@bentleycopse.org.uk



Choose Your Activities

Make your activity selection. There is a PDF detailing our activities on our website:

<https://www.bentleycopse.org.uk/booking/downloads/>



Online Booking Form

Please complete an online booking form:

<https://www.bentleycopse.org.uk/booking/booking-form>

You will be sent an email confirmation including details and an invoice for payment.



Complete Permission Forms

Forward the email link to the digital permission form to each family.