

The form is a working document that will evolve all the way up to the dates of the event, but the agreement will outline:

- What we will provide in terms of buildings, camping areas, catering and activities.
- How we will support you in terms of volunteers and staffing of specific areas, additional facilities such as toilets if required, transport, days out, and additional items such as power.
- What you will provide which may include staffing of specific areas (for example car parking or activities), additional activities (such as craft), and any other areas.
- Timescales - when you will use the centre, both for setting up and clearing down as well as when your participants are on site.
- Payment plan - the amount of deposit required and the deadline for this, when the balance is required and any other instalments if necessary.

Please contact us for further information:

Beaudesert Outdoor Activity Centre

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Beaudesert

Outdoor Activity Centre



Large Events

A guide to help you run your event at Beaudesert.



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At Beaudesert, we recognise that our facility is ideally suited to host large events. We know that no two events are alike and therefore have a flexible approach in our delivery. We consider a large event as an occasion for over 300 people, with a net income of over £5,000. Many events are much larger than this.

If you are considering running a large event, we would welcome you to visit the centre for a look around and to discuss your ideas with us. This document is designed to start that thought process, and ensure that you are considering everything that is important to deliver a fantastic experience for everyone involved.

A few facts

- ⇒ Beaudesert consists of 120 acres of campsites, buildings and mixed woodland.
- ⇒ There are over forty onsite activities.
- ⇒ Beaudesert is located in easy reach of the motorway network (M6 Toll is 4.5 miles, M6 is 8 miles and M1 is 30 miles away)
- ⇒ Indoor accommodation for 132 (due to be extended to 155 in 2019, 190 in 2020 and over 200 in 2021)
- ⇒ Camping for 2000



You may also wish to have a small team that patrol the site, keeping an eye on participants. Some groups feel this is necessary to solve issues including alcohol or drug misuse, or inappropriate behaviour.

The Team

In order to deliver a fantastic event it is important that you have a really good team around you. Most events will have one or two main leaders, and a number of additional people to manage specific areas. These may include site services, activities, entertainment, days out, catering, bookings, finances, transport and car parking, and so on. It is useful to have people that coordinate such things even if we are managing these areas for you as it provides a point of contact for us and your attendees. It is useful to identify these people to us.

We will also provide a point of contact in our staff team for you. This person will have knowledge of your booking and will be available before, during and after your event to assist you as required. This person will normally be the Guest Services Manager.

Agreement or Contract

Enclosed with this document is a form. Please complete this with your initial ideas, and we will add to it when you visit to discuss your event. This paperwork will form the basis of our agreement/contract with you regarding the event.



Transport

There are a number of areas that you need to consider when thinking about transport. Firstly you need to think about how you are getting to and from Beaudesert on the day of arrival and departure. We usually see a mixture of cars (for locals), minibuses and coaches (for those from further away).

Car parking also needs to be considered. There is space next to most of our campsites for a few vehicles, so this is best for those that are staying for the duration of the event. There is also a large car park, and two smaller car parks on site. For arrivals and departures it is possible to open a second gate on site creating a one-way system for cars and minibuses. This is not suitable for coaches. This means that vehicles that are not staying can be encouraged to quickly 'drop off' any participants and continue moving leaving space for other vehicles.

Transport for day visits also needs to be considered. Coaches or minibuses are best for this, and we can assist with the booking of these if required.

Security

Security is always an important consideration at events. Beaudesert has no public footpaths running through it so there shouldn't be any members of the public on site, but we do get deliveries and other customers coming onto site perhaps for a look around. We will lock the second gate once arrivals have finished and not open it again until you want us to on the day of departure. We will also close the main gate at 10.00pm each day. We cannot lock this as it provides access for emergency and other vehicles at all times. Some groups put a small team on the entrance to keep an eye on those that are coming and going on site.



How much will it cost?

When setting costs we need to consider what you want to get out of your event. We need to consider accommodation, activities, entertainment and catering. You will also need to consider transport. It is important to build a small contingency into any costings. As mentioned earlier, we are flexible in our approach. We will listen to your thoughts on what you want to deliver. After this we will write to you outlining the costs and what they include. As such it is impossible to provide even a ballpark figure in a documents such as this as every event is different.

Accommodation

We currently have indoor accommodation for 132 spread over seven buildings. Three of these accommodate 24 people, one 20 people, one 16 people, one 12 people and one is for 2 people. We also have a tented village which sleeps 36 and a hammock camp for 24.

It is inevitable that, should you use our indoor accommodation, tented village or hammocks, you will also need to provide additional camping using your own tents. We will endeavour to keep your tents together on site, although we can provide a separate area for your delivery team if required.



Activities

With over forty activities on site there is always plenty to do at Beaudesert. These activities include targets activities (such as archery and tomahawks), roped activities (such as crate stacking and eliminator), bushcraft and team building, and water activities (such as coracling and the greasy pole). We can also order in additional activities such as - quad bikes, rope-a-phobia, segways, inflatables, water wars, laser tag, cave bus, mobile climbing towers.

There are two ways of delivering activities. They can either be run as programmed sessions, where a number of participants go to a session and do it for a given time (usually an hour). This usually means that participants will get a good go at activities, but may not be able to have a go at every activity.

Alternatively sessions can be run as queue and do, where all activities are open, and participants queue at activities that they want to do. This means that participants can take part in a larger range of activities, but may spend a lot of time queueing. Most of our events use a mixture of queue and do activities in zones and fixed sessions.

Days Out

Beaudesert is close to a number of attractions that can be used as part of the programme. These include Cannock Chase for mountain biking and hiking, The National Memorial Arboretum, Snowdome at Tamworth, Drayton Manor and Alton Towers. It may also be possible to arrange water activities at Manor Park through Lichfield Scouts, Chase Water activity centre or Whitemoor Lakes activity centre. Please consider transport when arranging days out. We can arrange these for you, and will charge accordingly.



Entertainment

It is usual on a large event to have entertainment each evening. The scope of this is as large as your imagination and budget allows. In the past groups have had silent discos, competitions, bands and fireworks. Many groups like to have an opening and closing ceremony on the first and last evenings, and these usually take place in the Walled Garden. Campfire Hollow, is ideal for campfires and is set out as an amphitheatre. Our activities team can assist with building a fire and leading campfire songs. We ask that if you are planning to use any pyrotechnics or fireworks on site that you provide us with at least six weeks notice so that we can inform our neighbours and the local community.

We don't currently provide staging, sound systems or public address (PA) systems. We can hire these in for you, or you can provide your own. Please let us know if you require additional power to any areas.

Catering

There are three ways that you can provide catering. Firstly, each group can self-cater. This means that each will need their own cooking equipment and mess tent, and will need to provide their own food. Some groups prefer this option as it keeps the leaders busy during the day, providing a central location that is always manned for participants to return to. You may choose to centrally cater for everyone on site, in which case you will need to provide your own catering team and catering facilities. There are a number of buildings on site that you could use for this, but you may need additional marquees for catering and eating in. Beaudesert can also offer central catering, and does so from our commercial kitchen in the Cal Day Cafeteria. While much easier for you, you may need to consider the extra expense as we will need to cover staff wages.