



## William's Den Sleepovers

### **SATURDAYS ONLY** (Unless by special arrangement)

We can offer the ultimate childhood experience, bringing together the best of William's Den play and the excitement of a sleepover in the most special of places.

#### **Sample William's Den Sleepover Itinerary**

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|-----------------|--|
| 5.15pm          | Group Adult Leaders arrive, welcome and safety briefing. (Fire procedure, first aid procedures, play rules.) |
| 5.30pm - 6.00pm | Children arrive and register with their Group Adult Leaders / Organiser. Copy of register required           |
| 6.00pm          | Welcome to William's Den.<br>(William's Den staff safety briefing to the children)                           |
| 6.30pm – 8pm    | Pizza making and tea or free play.   |
| 8pm - 9.30pm    | Activity Time (Led by William's Den staff)   |
| 9.45pm          | Find your sleeping spot and get ready for bed.   |
| 10.00pm         | Hot chocolate and biscuits time!   |
| 10.15pm         | Teeth-brushing.  |
| 10.30pm         | Quiet craft time /film in the hideout (if required).   |
| 11.00pm         | Lights out zzzzzzzzzzzzzzzzzzzzz (hopefully!)  |
| 6.15am          | Wakeup call/dressing/packing.  |
| 6.30am          | Breakfast.   |
| 7.00am          | Free play (inside), shop (if requested)  |
| 8.00am - 8.30am | Children collected ( <u>No later than 0830 please</u> )  |



## Price

- There is a minimum charge of £1,400 for up to 50 sleepover children.
- There is a capacity of 75 children.
- The cost per child is £28, which includes a home made child pizza for tea, activities, bedtime hot chocolate and a biscuit plus breakfast in the morning, access to Williams Den and the sleepover.
- The cost per adult is £10 which includes home made adult pizza, bedtime hot chocolate and a biscuit plus breakfast in the morning, access to Williams Den and the sleepover
- Breakfast consists of cereal, toast, fresh juice, tea or coffee.

## Supervising and Management of the Sleepover

While there will be William's Den staff on site at all times of the sleepover, they are NOT responsible for the children taking part at any time. The responsibility of the children attending the sleepover is fully with the Group Adult Leaders

- Group Adult Leaders are responsible for the children at all times and there must be a minimum ratio of 1 adult (18yrs +) to 8 children at all times
- All Group Adult Leaders to achieve the required ratio must be on site by 5.15pm on the evening of the sleepover
- Children can arrive between 5.30pm and 6.00pm and no earlier. All children remain the responsibility of their parents until they are registered with their Group Adult Leader.
- There will be a minimum of 2 members of William's Den staff on site for the duration of the sleepover.
- Should a child need to bring/take medication, this must be given to the Group Adult Leader by the parent/carer of the child who is then responsible for its safety and administering to the child
- Where a child has a food intolerance or allergy, William's Den must be notified a minimum of 48 hours before the sleepover. While William's Den will do its best to accommodate the needs of the child, it cannot guarantee it fully meet every requirement.
- Food and drinks will be prepared by William's Den kitchen staff. Group Adult Leaders are not allowed in the kitchen, staff areas, or behind the bar area.



- William's Den staff will run activities, prepare, serve and clear away all food and drink. They are also responsible for all areas of the building's health and safety requirements.
- Activities available to visiting groups are den building, orienteering, treasure hunt and craft, but the final decision on activities will be made by William's Den staff depending on the weather, age of children and availability.
- We welcome all Group Adult Leaders to attend a preliminary visit to discuss activity requirements and view the site.
- Activities can be both indoor and outdoor, so all children and Group Adult Leaders will require warm clothing, strong shoes/wellies, hats and gloves. Torches are a necessity.
- During the night, where children need a toilet visit, they must be accompanied to the toilet by a Group Adult Leader. The number of Group Adult Leaders should ensure that the ratio is maintained in the sleepover area to accommodate this.
- There are no shower facilities at William's Den, just hand wash basins.
- Under NO circumstances should alcohol be brought on site. Should alcohol be found by a member of William's Den staff brought on site by a child or a Group Adult Leader, then the sleepover will be cancelled. All children's parents/carers will be called to collect them, and no refunds will be given.
- William's Den operates a no smoking policy. In exceptional circumstances a temporary smoking area can be considered, Strictly by prior arrangement.
- Children must play in the Indoor den the morning after the sleepover until a member of William's Den staff gives the go ahead to venture outside.
- Children must be collected from the reception/welcome desk in the morning between 8:00am **and 8.30am latest**. It is the responsibility of the Group Adult Leader to ensure that all children are handed over to their parent/carer. They cannot leave any children at William's Den alone to wait for their parent/carer
- If required, we can open the shop in the morning to purchase a souvenir. A maximum spends of £5 is recommended.

## William's Den Sleepover Kit List



Sleeping bag, sleeping mat, pillow

Teddy/Cuddle friend

Wash kit/toothbrush

Warm pyjamas

Full change of clothes and underwear

Waterproof coat, hat gloves, wellies or outdoor shoes

Torch

If required maximum of £5 spending money

Medication, clearly labelled with the child's name and given to their  
Group Adult Leader for safe keeping and administering

## **WILLIAM'S DEN SLEEPOVERS TERMS AND CONDITIONS**



1. Booking forms must be completed and returned to William's Den to secure the booking a minimum of x weeks prior to the event.
2. A 10% deposit must be paid at least 2 weeks before the visit.
3. William's Den is not responsible for any breakage or lost items brought onto site including electronic devices and mobile phones.
4. William's Den reserves the right to expel anyone from the premises at any time if they are in breach of our play rules and health and safety briefing. This includes but is not limited to damage to equipment, abusive or threatening behaviour towards William's Den staff or other guests, bringing alcohol onto the premises. Group Adult Leaders are required to have a contact number for all children's parents/carers in order that they can be contacted to collect a child in this situation.
5. Sleepovers at the Den are charged at a minimum price based on 50 staying. There is a maximum of 75 children (unless by prior arrangement).
6. Group Adult Leaders are responsible for the children in their care at all times whilst visiting William's Den (indoor and outdoors).
7. William's Den always requires a minimum of 1 adult over 18 (not including William's Den staff) to 8 children.
8. All Group Adult Leaders must sleep at William's Den in the same room as the children.
9. Group Adult Leaders must provide their contact details to parents as a first line emergency contact. William's Den will provide an additional emergency number for parents of children participating in the sleepover.
10. All attending Adult Group Leaders must sign to confirm that they have read and understood the Williams Den play rules, the sleepover Terms and Conditions and the Sleepover Information.
11. All Scouts, Guides, School groups and Organisations must provide William's Den with a copy of their Public Liability Insurance Certificate at the time of booking.

# Sleepover Booking Form



Lead Contact Name:

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Address:

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\_\_\_\_\_ Email Address:

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Telephone contact number:

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Date of sleepover:

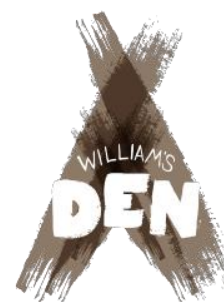
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No. of children: \_\_\_\_\_ ( £28 each)

Number of Adults: \_\_\_\_\_ (£10 per adult/ratio of mini 1 adult to 8 requires)

Note minimum cost is £1,400. Deposit of 10% payable of booking. Balance to be paid one week prior to the booking date

Public Liability Insurance Certificate is required at the time of booking. Please see Terms and Conditions.



## **Cancellation Policy**

We require 14 days cancellation notice prior to your scheduled arrival date, otherwise we will charge you a cancellation fee as below.

SEP

\*10% of your total amount will be charged if you cancel or make any changes from 14 to 8 days prior to your scheduled arrival date.

SEP

30% of your total amount will be charged if you cancel or make any changes from 7 to 3 days prior to your scheduled arrival date.

SEP

50% of your total amount will be charged if you cancel or make any changes from 2 days prior to your scheduled arrival date.

SEP

70% of your total amount will be charged if you cancel or make any changes 1 day prior to your scheduled arrival date.

100% of your total amount will be charged if you cancel or make any changes on your scheduled arrival date or No show.



## Sleepover Confirmation Form

To be signed by all Adult Group Leaders on the start of the Sleepover.

Date of Sleepover: \_\_\_\_\_

Lead Contact Name: \_\_\_\_\_

I have read and understand the William's Den play rules, Sleepover Terms and Conditions and Sleepover Information.

NAME (please print)	Signature