

Group Organisers Pack

Welcome to your step by step guide to organising a successful activity event. This pack has been designed to save you time, hassle and frustration.

At Cinnamon we know the locations and activities personally. This means that you can receive first-hand, detailed information to ensure that the event and location which you choose will match your requirements exactly.

There is a fantastic range of activities and locations to enjoy – a full-on adrenalin event or perhaps more leisurely activity in the UK or France. You may be looking for a high-octane day followed by a high-energy night or perhaps a more relaxed event.

When organising a group of people, some you may have never met or spoken to, can be tricky. You may be organising a company event or social group for a day, weekend or longer. The following information is a guide to help you through the process of arranging a hassle free event.

Whatever you decide to do...have a great time!

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137 Molesey Avenue
West Molesey
Surrey
KT8 2RY

Tel: 0845 330 8584
Fax: 0208 979 0444
Website: www.cinnamon-active.com
Email: info@active-breaks.com

Cinnamon *active*
memorable experiences

Step 1 Preparation

Contact – Get telephone numbers or email addresses – You may be contacting individuals you have never spoken to before; you may need to speak to people at short notice. Keep contact numbers, mobiles or email addresses early in the planning process.

- The Cinnamon form helps you log all contact details on the enclosed Contact Sheet

Agree the event – Decide upon the activities and location

- Cinnamon sends a no-obligation quote via fax or email, so this can be easily forwarded to other members of the group. (Quick Quote form attached).

Payment – This can be the trickiest part! Try to get a deposit from everyone – people will agree to go without checking their diary. A payment will focus their attention; you gain a firm commitment and save frustration at a later date.

- The cinnamon form helps log all payments (see Contact and Payments Form).

What, When, Where? – Arriving late at an event or not being prepared will spoil the enjoyment. Preparation is important to a successful event.

- Cinnamon supplies Travel Packs to all members of the group. Packs include maps, travel directions, itinerary and recommended clothing.

IMPORTANT INFORMATION TO GATHER

Approx how many in a group?

Event

Type of activities

Event Duration

Lunch

Transfers

Insurance

Accommodation

Location – City Centre / Country Retreat

Standard / Budget / 3 star / Luxury

Duration - 1 night / 2 nights etc

Board – B&B / Dinner B&B

Step 2 How to Book

Availability can be checked over the phone or via email. We guarantee to respond to all emails within 3 hours during office hours (09.30 – 17.30 Monday to Friday)

An option can be held for 5 days pending receipt of deposit or full payment.

Final Balance and confirmed numbers are required 21 days prior to the event.

Additional people can be added, subject to availability up to 4 days prior to event.

Payment can be made by credit card
Visa / Mastercard / Switch / Delta

Cheques must be made payable to Cinnamon Active and sent to the following address:

Aztec House
137 Molesey Avenue
West Molesey
Surrey
KT8 2RY

If you book within 42 days of your event Full Payment is required. Credit Card only payment is required for bookings 28 days or less prior to the event.

Travel Packs include itinerary, maps, directions and recommended clothing. These are sent out on receipt of Final Balance.

Contact Details

Telephone: 0845 330 8584

Fax: 0208 979 0444

Email: info@cinnamon-active.com

Check List

Select your region

Choose your activities

Accommodation?
What standard?

Do you require transfers?

Insurance required?

Lunch required?

Call or email to check
availability

Deposit or full payment
required by card or
cheque

3 weeks prior: Final
balance receipt and
final numbers required

Travel Packs sent out on
receipt of final balance.

Step 3

Travel contacts

Driving

Consider departure times for traffic, especially Friday evening. Are you travelling by car or minibus? Fewer cars are a good way to save on petrol and it's good for the environment. Minibuses are more sociable and can be the most economical. Hire costs for a weekend can be as low as £250 for a collection Friday evening and return Monday morning. Everyone is together and contributes to hire and petrol. Look for a central meeting point where people can leave cars safely and travel with others. Check out your local Yellow Pages under Van & Minibus hire.

- **Cinnamon supplies road maps to activities and accommodation**

Train

If you book in advance and the train can be great value. Its less stress than driving and more relaxing as you can walk around (and most trains have a bar!).

Flying

Airlines are continually improving domestic routes in the UK and the prices can be excellent value. Again, early booking is essential. Booking via the internet saves time and money.

Airline

Easyjet
British Midland
Ryanair
British Airways

Website

www.easyjet.com
www.flybmi.com
www.ryanair.com
www.ba.com

Step 4

What to Take

Specialist clothing and equipment is included with your activity, however we suggest the following practical items to take with you.

Day Pack	Carrying keys, a snack, water, towel and extra clothing etc.
Waterproof jacket	you just never know the weather.
Cap	or hat is always useful to keep the sun off or the heat in.
Camera	activities are packed full of Kodak moments.

Share your memorable moments by uploading your pictures on www.adventure-northwales for everyone to see.

Dress sense

We always recommend you wear thin layers of clothing rather than just one big chunky jumper. This allows you to regulate your body temperature by adding or taking off layers. At the beginning of an activity or in the morning your body will be quite cool (unless you have completed the vigorous TV early morning workout!) Once you commence an activity your body will warm up and you may wish to take a layer off.

Water Activity

Wetsuits are provided for all water activities with the exception of sailing. A towel, swimming costume, shampoo and spare socks are useful items to take with you.

Footwear

Depending on your activity we recommend sturdy activity shoes or walking shoes. These are perfect for general activities. If you are doing a water based activity check to see if footwear is included or you will require an old pair of trainers to wear.

Please see individual activity sheets for specific recommendations and equipment included.

What NOT to take!

Valuables

Leave the fias and diamonds at home; there are no prizes for the most glamorous dresser!

Please try to leave valuables at home or safe in your hotel, if you lose valuables in the country finding them is almost impossible even if you have packed the metal detector!

Step 5

F.A.Q.

Here are a few of the more regular questions we are frequently asked. Feel free to contact us for any further details you may require.

Q – Do you require any previous experience for this activity?

A – No, all Cinnamon activities include qualified instruction.

Q – Do we need to bring specialist clothing?

A – No, all specialist clothing is included.

Q – How fit do we need to be?

A – No particular level of fitness is required. Everyone with an active mind can enjoy our range of activities. However, any health conditions must be declared.

Q – When can we go?

A – Events take place throughout the year. Peak season is Easter – November.

Q – What are the minimum / maximum number of people required?

A – As few as 2 people can enjoy an adventure break up to groups of 500. Single activities do have min / max capacity, however, a multi-activity event allows for larger groups.

Q – What will be our best location?

A – That depends on your preferred activities, need for evening entertainment or desired travel time.

Q – Do you require any previous experience for this activity?

A – No, all Cinnamon activities include qualified instruction.

Q – Is accommodation included?

A – Accommodation is included on set weekends otherwise we are able to organise this for you at extra cost.

Q – How will we travel to our destination?

A – Travel to destination is not included, although we can arrange travel. See Travel section for recommendations.

Quick Quote

A fast and simple method of designing an active-break to suit your personal requirements.

Complete details, for a no obligation quote.

Name:

Contact Number:

Email Address:

Occasion:

Number of People:

Approx Budget Per Person (e.g. £150):

Location/s:

Activity Type / Activities:

Accommodation Type:

Other Comments or Queries:

Fax to: 0208 979 0444
Email to: info@cinnamon-active.com



Contact and Payment Sheet – Part 1



Name:

Contact Number:

Email:

House No. / Name:

Street Name:

Town / City:

County:

Postcode:

Location:

Date of Arrival : Date of Departure:

No. Nights: No. in Party:

Type of Accom.: Board Basis:

Room Type: Double: Twin:

Single: Multi-Bed:

