

Group Booking Host(ess) Checklist

So you've booked an ARC party eh? Awesome - we can't wait to have you join us! There are a few housekeeping items you will have to look after before you come in, as well as on the day of.

We put together this checklist to help you keep organized as you party plan.

Before the party/booking

- Pay the deposit - \$150 needs to be paid within 24 hours of booking
- Send the invites! The sooner you send those out the sooner you can confirm party numbers
- Make sure everyone climbing knows they need to have a waiver form signed
 - Each climber needs a waiver; under 18 needs a legal guardian to sign (grandparents, aunts, uncle, cousin, brothers or sisters *NOT* allowed to sign unless they're legally appointed guardian)
- Send ARC the list of climbers (both first name and last name)
 - Confirm the number of participants as well
 - E-mail info@arcclimbing.ca

Day of the party/booking

- Gather any food, cutlery, decorations, etc for the party area at ARC needed
- Check in at front desk about 15 minutes before booking
 - As the climbers arrive have them check in with the staff to confirm waivers have been signed
- Ask for any shoes that may need to be rented (\$3 per pair of shoes)
- Gather the climbers and send them with the belay staff for 1 hour and 45 minutes of pure climbing bliss
- Order pizzas OR inform ARC staff about food deliveries
 - Large pizzas from Great Lakes Pizza are only \$8 for 1 topping, and \$10 for 3-5 toppings
 - Phone number for Great Lakes (705) 522-2828
- Eating and presents for 30 minutes in the party area
- Pack up
- Pay any remaining balance
- Enjoy the rest of the day!