



## Group Leader Information

We hope you enjoy your stay at Carronvale House.

To help assist with your event, we ask that you read & share the following information with your group.

- **Bedroom List** –On arrival, please confirm with a team member that we have the latest updated rooming list. Please retain a copy for yourself in case of emergency.
- **Dietary requirements of group** please advise team member on arrival.
- **Fire regulations:** The Fire Regulation Notices are displayed throughout the House and in all bedrooms please familiarise yourselves with all emergency escape routes.
- In the event of the Fire Alarm being activated, all guests must evacuate the building and assemble on the side lawn, do not re-enter the building until Fire Marshall has authorised you to do so.
- Aerosol sprays should NOT be used the Bedroom as our Fire Detection equipment is sensitive to the particles in sprays and will set off the fire alarm.
- **PEEPS** Anyone requiring a Personal Emergency Evacuation Plan should speak with team member directly on arrival.
- **A First Aid box** is in the small Board Room, next to the dining room, any usage should be reported to a team member. Should you require an automated defibrillation unit, one is located outside the Main Kitchen.
- **Smoking is not permitted** in any part of the House or at the front of the House. A designated Smoking area is signposted to the rear of the building.
- **Energy,** please assist us in conserving energy, by closing doors, windows, switching off lights and electrical equipment when they are not required.
- **Security,** please ensure French Windows are kept locked when rooms are unoccupied.
- **Car/Bus Parking** Please use the designated parking area.
- **Our Neighbours,** respect the Neighbouring properties, no outdoor activities after 10pm

### Further Information:

Emergency during your stay, a team member will be available on call for overnight emergencies ONLY.

Furniture & Equipment Please do not move furniture and equipment outside/inside unless previously agreed with team member. If any difficulty with use of the AV equipment please advise a team member, do not change settings on equipment without agreement.



Catering is served from the hot plate outside the dining room or serving table outside the dining room. We ask that all dishes are cleared from tables and stacked in designated area.

Self-catering please ensure that the kitchen areas are left in the same condition as when handed over.

Sports Facilities the Hall and All-Weather Surface can be reserved at time of booking, for additional use of the facilities (subject to availability). The putting green and equipment is available during the summer months, always supervise young children.

Sports Hall operating hours 9am-10pm, All Weather Surface 9am-9pm ( if available). Sports Equipment is available in the storage area of the hall and groups are requested to leave the area and equipment 'as found' and report any damages.

Our doors are locked at 10pm, If your group is out beyond this time, please advise us so that alternative arrangements can be made.

Day of departure, please strip all beds removing sheet, pillowcase and duvet cover and deposited in the space allocated on the top landing.

Bedrooms to be vacated by **10am** on departure day.