



## **Residential Guests**

### **Group Leader Information**

We hope you have an enjoyable stay at Carronvale House. To help assist with your event, we ask that you read & share the following information with your group.

**Car & Bus Parking:** please use the designated parking areas only.

**Bedroom List:** to be completed pre arrival and sent via email. On arrival confirm that we have the latest updated rooming list. Please retain a copy in case of an emergency.

**Dietary requirements:** advise pre arrival and if any changes advise the team on arrival.

**PEEP:** Pre arrival advise of any guest requiring a **Personal Emergency Evacuation Plan**, on arrival we will advise of the evacuation procedures.

**First Aid box:** are to guests, should you require an automated defibrillation unit, one is located on the wall outside of the main kitchen.

**Fire regulations:** Fire Regulation Notices are displayed throughout Carronvale House common areas and in all bedrooms. Please familiarise yourself with all the emergency escape routes.

If the fire alarm does activate, all guests must evacuate the building and assemble on the side lawn. Do not re-enter the building until the Fire Marshall has authorised you to do so.

**Smoking:** is not permitted any part or at the front of the house. A designated **SMOKING AREA** is signposted at the rear of the building.

**Energy:** please assist us in conserving energy, close doors, windows, and switch lights off when not required.

**Security:** please close and lock all windows when rooms are unoccupied.

**Our neighbours:** please respect our neighbouring properties, no outdoor activities after 10pm.

## **Further information**

We will advise you of our afterhours callout procedure on arrival.

Please respect Carronvale House, if moving furniture, place it back where found, pre departure. If you need assistance with AV equipment please advise a team member, do not change any settings.

**Self-Catering:** please ensure that house and kitchen is left in the same condition as received.

**Catering in-house:** can you please assist us by clearing all table and stacking dishes in the designated area after each meal.

**Sports Hal & Astro Turf:** pre booking is required, we ask that you respect the sports facilities leave as you found it. Report any damage to a team member. Children must be always supervised.

### **Hours of use- if available:**

- **Sports Hall** 9am to 9.30pm
- **Astro Turf** 9am to 9pm

**Our doors are locked by 9:30pm** unless exclusive use hire. If out beyond this please advise and will give details of our afterhours entry.

**Day of departure:** all bedrooms to be vacated by 10am.

We ask that you assist the team by removing sheets, pillowcase and duvet cover and leave outside of each room by 10am.