

Information for self catering groups

Welcome to Gorsefield. We hope you have an enjoyable stay. We hope the information below will help to make your trip run smoothly. Please pass it on to all participants in your group.

Lead person:

- One person must be designated as the course leader and will be briefed by a member of Gorsefield staff upon arrival.
- This person takes responsibility for securing the building at the end of the day and dealing with any emergency situations
- They are in charge of relaying house rules and safety information to all members of their party
- They are responsible for the behaviour of the group and have the right to remove anyone who is a danger to themselves or others.

Bedroom information

- No food is allowed in the bedrooms.
- The water in the bedrooms is fine for washing and brushing your teeth but is not drinking water. Drinking water can be found in the dining room.
- Please do not move the bedroom furniture as it is heavy and moving it damages the carpets
- At the end of your stay the beds need to be stripped (nb mattress protectors stay ON the beds) and bedding piled neatly on the blue chairs by bedroom 3.

Keeping things tidy

- No outdoor shoes should be worn upstairs. Please remove all muddy shoes/ wellies before entering the house
- Recycling bins for paper, cardboard, cans and plastic bottles are located in the conservatory and classroom. Please make use of these whenever possible.
- Nappies should be placed in nappy sacks and put in the special nappy bin that is provided. This will usually be located outside bedroom number 3.
- Food waste can be put into our compost bin. This is the bin with the brown lid located in the rubbish area.
- At the end of your stay please ensure all of the general rubbish bins are emptied (you do not need to worry about the recycling bins)

Noise & Locking up procedure

- Please be mindful of our neighbours and refrain from making noise outside after 10.30pm
- You will find a copy of the locking up procedure on the windowsill by the front door. Please ensure this is followed at night and that the house is locked if all group members are leaving the premises. You will be given a front door key when you arrive.

Fire & Smoking

- No candles are permitted in the house
- The centre has a strict no smoking policy which the course leader must enforce during their stay. A smoking area is provided outside the conservatory door and must be kept tidy. Please pick up all cigarette butts.
- If the fire alarm sounds all group members should make their way across to the fire assembly point by the workshop. The red fire folder needs to be taken by the party leader as this contains information regarding the procedure to be followed in the event of fire. The group leader is responsible for dialling 999.

Departing at the end of your trip

- Unless otherwise arranged, departure time is 2pm. A member of the Gorsefield staff will be on site for 30 minutes before your departure to see you out and deal with any issues should they arise.
- Please ensure you go through the departure checklist when departing on the final day of your stay. This can be found in the self catering folder.
- Any breakages/ damage or additional cleaning will be charged to your group at full cost.

We wish you a very enjoyable stay. If you have any concerns please do get in touch with a member of our staff. The telephone numbers for emergency/ concerns are listed by the telephone in the kitchen. You need to dial 9 for an outside line.