**HOUSEKEEPING INFO - FACILITATORS**

On the wall in both the Conference Room and the Dining Room you will find a site plan of the property, floor plans of the guest house and timetables

Tea and coffee are available at any time in the Tea Area next to the Conference Room and this is where supper will be available. No food is to be taken into the Conference Room.

The public toilets and your bathrooms have motion-censored lights in them, so, for example, if you take too long in the shower without moving, you will find yourself in the dark.

Evacuation Plan: in the event of an emergency, there is an evacuation plan on the door in each of your rooms; please make sure that you have familiarised yourself with it.

The doors are locked at 10.00 pm but your room key will allow you to come in through the front door only at any time.

The internet is available in the foyer for anyone who needs to use it. Dawn will have the password.

Michael will bring a selection of books for sale as he has done in previous years and Deanna has provided some of her books for browsing.

On Sunday, we are privileged to have the luxury of not having to be out of our rooms by 10.00 am. In fact, we don’t have to move out until we leave but please return all keys to the box at reception by lunch time and leave your door unlocked when you leave. Please do NOT strip the beds. Our group has the use of the whole guest house, so you don’t need to feel that you have to lock your doors all the time though this is entirely up to you.

If anyone is wanting to put anything on any wall at any time, Blu Tack **ONLY** can be used.