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INSERT ESTABLISHMENT NAME, LOGO, PHOTOGRAPH ADDRESS DETAILS ETC.

# **HOTEL, BED AND BREAKFAST**

## **GUEST HOUSE**

*(amend as appropriate)*

## **GUEST INFORMATION**

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# A – Z

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**A**ny special requirements, don't hesitate to ask.

## **B**aby facilities

For guests with babies and toddlers, we can provide highchairs and cots in your room. Please contact Reception who will be pleased to make the necessary arrangements for this facility. Baby sitting can also be arranged through a third party, please allow 48 hours.

## **C**elebrations

Why not treat someone special to our luxury celebration package which includes locally made chocolates, a bottle of champagne and flowers for your room. Please contact Reception who will make the necessary arrangements.

## **C**hurch Services

Times of services and locations are available from Reception.

## **C**omfort

Extra pillows and blankets are available; please contact Housekeeping or Reception. If you would prefer sheets and blankets please contact housekeeping.

## **D**eparture

We would be grateful if you could vacate your room by 11 am on your day of departure. Should you wish to leave the hotel at a later time, please contact reception who will do their best to accommodate your request.

## **D**ietary Requirements

If you have a specific dietary requirement, please contact reception. They can arrange for you to meet with the host to discuss your requirements

## **D**octor/Dentist/Chemist

If you require any of these services, please contact reception who will provide you with local information.

## DVD's

Reception holds a collection off DVD's.

## Early morning calls

Please contact reception who will be please to oblige.

## Emergencies

In case or any emergencies or if assistance is required, contact reception immediately.

## Fire Drill

For your safety and peace of mind, please study the printed fire precautions on the door in your room. Should you discover a fire anywhere in the hotel, please raise the alarm by breaking the glass on the nearest fire alarm call point. Then leave the building and make your way to the assembly point (*insert location*). Please note a full fire test will occur every Monday at 10.30am.

## Hairdryer

A hairdryer is kept in your dressing table drawer or wardrobe.

## Heating

You may control the central heating setting in your room by adjusting the dial near or on your radiator.

## MORE TEXT ON FULL RESOURCE

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