

## Useful information for your visit to Ashorne Hill

### **When you arrive**

Your safety and wellbeing are important to us, and we continue to provide a safe space for you to do business in. **Please do not attend your meeting or course if feeling unwell and help prevent passing illnesses on to others.**

Here are a few things to take note of:



**Whilst masks are no longer mandatory, at Ashorne Hill we want our guests to feel comfortable so you are most welcome to wear a mask should you so choose.**



Plenty of space to spread out



Well ventilated areas



Use our hand sanitising points



Please use contactless payment

Other things of note:

- Parking is free and there's plenty of it. Try not to leave any valuables in your car. Sorry, but we can't be held responsible if anything happens to your valuables or your car.
- Bring a brolly just in case there's a small queue heading into reception.
- Weather permitting, windows and doors in public areas may be left open to aid ventilation. Please be aware and bring a warm jumper or cardigan in case you feel cold.
- Please maintain social distancing wherever you can, particularly in potentially crowded areas such as coffee stations and lounges and in corridors.

### **Overnight delegates**

If you would like to open a room account, simply give us the details when you arrive. Or pay for any extras using contactless payment. Our accommodation is in blocks external to the main building so a coat may be useful in inclement weather.

All our bedrooms are thoroughly cleaned and ventilated between customers.

## In your meeting room

We will have agreed with the organiser the most spacious layout possible to provide maximum comfort and safety in the room. To help keep you safe, we recommend:



Pick your spot and stay there for the duration



Use our hand sanitising points



Bring your own stationery just in case



Bring your own water bottle

We won't leave meeting room windows open overnight but please open windows or doors to increase ventilation in your meeting space. You may need to bring an extra layer of warm clothing.

## In the restaurant and bar



Use our hand sanitising points



Know what time your dinner is from your organiser



Please use contactless payment

A vegetarian and healthy option is always available at Ashorne Hill but let us know, directly or through your organiser, if you have specific dietary allergies such as peanuts, tree nuts, gluten, sesame, eggs, milk, mustard, lupin seeds, sulphites, molluscs, fish / fish sauce, soya / soya beans, celery / celeriac, shellfish / crustaceans. Please tell us if you have any medical conditions that we should also be aware of.

A breakfast bag can be arranged for you but must be booked on arrival. Refreshments will be available from our designated areas. Keep your breaks flowing by making sure access to the coffee machines is available at all times.

Please stick to the planned service time for your group and leave the restaurant as soon as possible to avoid unnecessary congestion. Ashorne has ample space inside and out to enjoy during your stay.

 **Other things you need to know**

We want you to feel at home whilst you're on business at Ashorne Hill, so the dress code is comfy smart casual. Don't forget if you're doing outdoor team building wrap up warm and be prepared for our unpredictable British weather. Shorts are not allowed in the dining room at dinner time and flip flops should be saved for your holiday and not your business meeting.

Leisure facilities:

Get some fresh air and headspace during your event by exploring our amazing 35 acres of grounds. Outdoor activities include:

- Jogging trail – 2k or 3k. Map available at Reception
- Please contact Reception to check if you wish to use the football pitch or croquet lawn.
- Indoor activities:
  - Gym – Please book at Reception
  - Sauna – Please book at Reception
- Ashorne Hill takes no responsibility for injuries to people or their personal belongings whilst undertaking leisure time activities during their stay.

Smoking:

Ashorne Hill operates a no smoking policy. However, there are dedicated covered shelters located by the Church Door Car park, back of the bar area and outside the Concourse. Please check the site map for their location. Please remember to keep your distance from others in these areas to help reduce infection rates.

Fire procedures:

When entering any area of the building please make yourself aware of the nearest fire exit. In case of an emergency please exit as quickly and safely as possible and assemble on the tennis courts which are located on the left-hand side as you enter Ashorne Hill.

**Thank you.**

**We look forward to welcoming you to Ashorne Hill for your event.**

