



Hello and welcome to the Tudor Wing at Hoath House.

We hope you have a great stay and here are a few quick pointers to help you. Please ensure that the safety elements (para 1 and 2) of this brief are read by or told to all members of the party.

1. Fire safety. If you look up at every ceiling you will see a heat or smoke detector which is part of the fire alarm system. The detectors are quite sensitive due to the construction of the house. Please be aware of the location of the detectors in your rooms and take care not to singe your hair underneath one (hair straighteners!) or spray deodorant too vigorously. If you have a major toast incident or similar in the kitchen, the sensors there are heat only so just close the doors and open the windows. If, despite your best efforts the alarm is triggered by accident please call 07973842139 in the first instance and then 01342850362 if there is no answer on the mobile, and we will arrange for it to be turned off. It will only last for 10 minutes. The alarm system is linked automatically to a call centre and the fire brigade will be alerted. They may come if they are not informed it is a false alarm. So please do tell us so we do not inconvenience them unnecessarily.

If there is a fire, fight the fire if you can, using the equipment provided; fire blanket in the kitchen and fire extinguishers around the house. If you cannot fight the fire safely, raise the alarm using the call points located at every exit and shouting "Fire Fire", evacuate the building and go to a muster point in the car park and account for everyone staying. Please then call 999 in the usual manner and then call the numbers above to let us know that it is a genuine incident and that you are all accounted for.

The detectors are located through the building so it may be that an alarm has been triggered by accident or by a fire in another part of the building. If the alarm sounds and on checking the building you find no sign of fire and you are sure you have not set it off accidentally, please ring the numbers provided and let us know. The detector that has been triggered will have a red flashing light. If you have any further concerns or questions on fire safety at then please let us know when I call later.

2. Other safety points. In some areas the Wing has polished wooden floors, these are slippery, please take care when moving about the house. The house is built on a hill and there are changes of level everywhere. Please use the lights to keep dark areas lit especially on the stairs. The Tudor wing has low ceilings please take care not to bump your head. We have put

luminescent strips on the ones that are most difficult to see. Please take extra care when moving on the brick path in the garden especially if it is wet.

3. Keys. The keys are on the hooks by the door, you should have two sets. They also have the window lock keys on.

4. Hot water, heating and electricity. If you look in the back room kitchen where the washing machine is you will find the heating and hot water controls. They have been set to give you plenty of hot water. But if you do run out please just press the extra hour button and it will take about 20 mins to heat up. The thermostat for the heating is on the stairs. If it is turned up the bedrooms get very hot indeed so all the radiators have individual thermostats. If it is cold please light the fire. The wood burning stove is very effective. The cupboard in the Kitchen has the fuse box. A blown light sometimes trips the whole of an area just reset the fuse and the rest will work. If it doesn't please call the numbers provided.

5. Bins. The instructions for the bins are in the welcome pack. The large bins are in the car park and can be accessed most easily from the kitchen and down the steps. Please wheel the large bins to the area of grass in front of the gate on bin day - Wednesday. The lorry arrives at about 11.30. Please take your glass recycling to the local recycling centre. Hever or Edenbridge in Waitrose car park.

6. Noise. We really want you to have a good time. But out of respect for our neighbours I'm afraid there is no amplified music outside. If you could come in from the garden by 9.30 and use the Patio area for smoking and further socialising until 11 we would be grateful. If you wish to party all night, please do, just make it inside, use the dining room and sitting room with the windows closed. If you are disturbed by others noise please use the numbers provided and we will get someone to deal with it.

7. Wifi – log on to Hoath House. Code is Streatfeild1234

8. Logs are free please use as many as you like. There are more in the shed by the patio outside the kitchen.

9. The quickest way onto the road is down the path past the bins.

I'll give you a call at about 6 just to check everything is OK.

Have a great time.

Richard