

Information for Residential Group Organisers

This information is to assist you with your planning. Please read this as soon as possible and if you have any queries please do not hesitate to contact us on 01858 881500/518 or Email reception@hothorpe.co.uk .

Reception / Shop are open every day. There is a list of times in Reception. The Receptionist will be able to help with any queries or requests. The shop sells gifts, books, cards, stamps and toiletries.

When Reception has closed, there will be staff available on duty to assist until 11.00pm. After that time a Duty Manager can be called by telephone (situated in Reception) to assist with any emergency.

Bedrooms

There are 52 bedrooms in total. When completing your arrangement details, please advise us of the ages of any children if applicable and also which children will require a cot instead of a bed. (We have 5 cots available) To conform with Regulatory Reform (Fire Safety) Order 2005, children under 16 must share a room with an adult or have an adult in a adjacent room.

All bedrooms are en-suite (except rooms 1 & 2 in the Manor House) and have a TV and tea/coffee making facilities and hairdryers.

Bedrooms are available from 2.30pm (5pm for weekend groups) – and should be vacated by 10am on the day of departure.

Meeting Rooms

Meeting rooms are available from 5pm for weekend conferences and as pre-arranged with our Bookings Team for other conferences.

The Main Conference Room has a fixed Power Point Projector as well as a PA system with a hearing loop and sound/recording facilities. We can provide portable Power Point Projectors in other rooms on request.

The Main Conference Room has an electronic piano. There is also a portable keyboard for use elsewhere. There is a TV/DVD in the TV Lounge and a portable TV and DVD available for use elsewhere. In the Main Conference Room there is a large screen and terrestrial TV.

Day Visitors

We welcome any who are joining you for your conference but cannot stay overnight. We make a charge for each one according to our Tariff, whether they are taking meals or just enjoying facilities. Every day visitor will be expected to sign in at Reception so that we have a full record of visitors in the event of an emergency.

Lost Property

Any items that are left behind will be returned to the rightful owners when claimed. We ask for the cost of postage to be reimbursed. Any unclaimed items are held for a month but are then donated to a charity shop.

Meals

When completing the Meal Requirement Sheet, please insert the numbers for each meal including any day visitors and indicate the times for your refreshment breaks, if known at this stage.

There is also a Dietary Requirement Sheet to complete for those who require a special diet prescribed by their doctor. We will make every effort to cater for special diets.

There is a microwave in the Dining Room for the guests to use. We can also arrange use of a fridge, if required.

Pets

No pets allowed, except guide or assistance dogs.

Coffee/Tea Breaks

These are usually served in the Trafford Lounge and can be at times to suit your programme, preferably within the following times.

Morning – between 10.30am and 11.30am

Afternoon – between 3.30pm and 4.30pm

An evening drink can be provided between 9.00pm and 10.30pm.

Bar Facilities

The bar is usually open half an hour before the evening meal and during the evening as required, until 11pm. Beverages may be ordered/taken to the dining room to have with the evening meal.

Please note that we are licensed premises and guests may not consume their own beverages in the public areas. Corkage charges will apply.



Facilities for Children

There is a preschool nursery with toys and books as well as a nappy changing facility and sink. This is available for parents/carers to use. Please note that we only provide the facility, not the necessary supervision.

There is a pool table in the coffee lounge and we can provide a table tennis table in Butlers Room. Please let us know in advance should you require the table tennis.

Outside there are 12 acres of beautiful grounds for you to enjoy. This includes a multi-purpose sports area for Basket Ball, Volleyball and Tennis. There is also a children's play area. We advise that children are supervised, especially near the ponds and the river. Guests may borrow balls and other sports equipment from the coffee bar.

Wheelchair access throughout Hothorpe:-

Reception and Entrance

There is a level entrance at the main Reception, and also at the entrance to the Welland Court where there is reserved parking for disabled guests' vehicles.

Bedrooms

There are 19 bedrooms on the ground floor of Welland Court plus a further 20 on the first floor accessed by a lift. Four of the rooms have been specially designed with wheelchair access in mind. There are 13 bedrooms in the Manor House, please note that there is no lift access to the bedrooms in the Manor House.

Meeting Rooms

There is a lift to the Main Conference Room and a wheelchair lift to the other meeting rooms in the Manor House.

Reception, Shop, Coffee Lounge, Dining Room and Chapel

All of these areas are on the ground floor with excellent access.

Smoking

Hothorpe Hall is a no smoking establishment.