

## Accommodation summary

# THE CAMPBELL ROOM

self catering accommodation for groups  
in Somerset's Quantock Hills

## Essential Information for Hirers

Please bring a copy of this booklet with you



The Campbell Room  
Aley  
Over Stowey  
Bridgwater  
Somerset TA5 1HB

[www.campbellroom.org.uk](http://www.campbellroom.org.uk)

The main entrance to the Campbell Room is under a large **verandah**, which is useful for changing outer clothes and boots. A door on the verandah provides access to a heated **drying room** where there are hooks for outer clothing and racks for shoes and boots.

The light and airy **main hall**, measuring 6m x 12m (20' x 40'), is equipped with tables and chairs and is used as a dining, activities and study room during the day. Comfortable mattresses are provided to sleep up to 18 in the hall at night.

Two bedrooms, each provided with 2 bunks and a bed, are normally used by staff. Pillows are supplied.

Between the main hall and the bedrooms is a well equipped **kitchen**, with 2 sinks, a Calor gas range cooker with a large oven and 6 rings, 2 microwave ovens, a fridge freezer, cooking utensils, plus crockery and cutlery to suit 24.

Accessible via an enclosed corridor, the **washing facilities** are housed in an adjoining building, also provided with hot water and central heating. One washroom is fitted with 2 WCs and 2 wash basins, while a second contains 1 WC and 1 shower (both wheelchair accessible) plus 2 wash basins. There is also a separate single shower.

Just outside the corridor, with its main entrance sheltered by a deep overhanging roof, is a new **multi-purpose cabin**, opened in October 2010. While it can accommodate up to 8 extra people, it also provides greater flexibility in sleeping arrangements for mixed groups, or it can be used as an additional room for activities, study or storage.

**Outside** there is an area of grass where games can be played or a few small tents can be pitched, a flag pole, and a purpose built campfire area with semi-circular seating.

In front of the building there is a **parking** area for a maximum of 3 cars or 2 minibuses (which *must not* intrude into the road). A further 3 cars can normally be parked in a nearby lay-by.

## Fire Safety and Insurance Requirements

### Fire safety requirements

Detailed fire safety notices are displayed at either end of the main hall. It is essential that they are read and especially that:

- **Everyone** knows what to do in case of fire.
- **All** outside doors are left unlocked when in residence and are secured at night only by a sliding bolt - so that it is only necessary to slide the bolt to escape.
- **Smoking** does **not** take place inside the buildings, in the corridor nor under the verandah.
- **Candles and night lights** must not be used.

The party leader is responsible for ensuring that these requirements are implemented.

### Insurance requirements

It is essential that the party leader arranges insurance to cover all members of their party, unless they are already covered by group insurance.

Recognised organisations may already have annual insurance that covers the members of the group. This must be verified by the party leader, who is also responsible for obtaining insurance for any members of the group not covered by such insurance.

## Health

As in most other rural areas throughout the UK, when walking or camping it is important to be aware of the increased risk of tick bites, which can occasionally cause Lyme disease. Party leaders are advised to familiarise themselves with the symptoms, precautions and treatment. The charity *Lyme Disease Action* is a good source of information.

## Care and Use of the Centre

### Safety and security

- When going out, please shut and bolt / lock all windows and doors.
- When returning, ensure all external doors are unlocked for emergency escape.

### Fire Alarm

- The fire alarm is next to the side door in the main hall.

### Energy use

- To help us keep our low charges and to protect the environment, **please do not waste electricity or gas.**

### Electricity

- The main electricity switch and circuit breakers are over the main door.
- Spare light bulbs can be found in the tool room at the end of the toilet block.

### Gas supply

- The gas is supplied from cylinders at the side of the toilet block.
- Ensure that both of the cylinders are turned on (with the knob on top turned fully **anti-clockwise**).
- When gas pressure goes, or red colour shows on dial by cylinders, turn 'arrowhead' knob above dial to point to other cylinder. Gas will immediately flow again.

To change empty cylinders:

- Turn off empty cylinder.
- Disconnect tail with spanner on keyboard, turning **clockwise**.
- Replace with full cylinder, tightening **anti-clockwise**.
- See the notice by the boiler in Bedroom 2 for further information.

### Central heating and hot water controls

- Bedroom 2 Contains the central heating boiler and hot water controls, along with operating instructions and troubleshooting information.

### Water:

- Hot water not hot enough - or too hot? See the instructions on the boiler in Bedroom 2.
- The inside stop-tap for the main building is under the saucepan shelf near the sink.
- There is another stop-tap in the toilet block, in the room with 2 WCs (F).
- The mains stop valve is under the hedge opposite the door of Bedroom 1.
- **Please do not waste water - it is metered.**

## Kitchen

- Due to the septic tank drainage system **normal washing up liquid must not be used**. Please use only the special biodegradable liquid provided or Lux Soap Flakes.
- Waste food should be placed in the bucket in the kitchen, which should be lined with a bin liner. When full, tie the liner and place it in the correct dustbin outside.

## Recycling and disposal of rubbish:

- Please put waste and items for recycling in the appropriate external bins provided.

## Toilet block

- Stop-cock is in room with 2 toilets (F).
- Sanitary towels in bins please - **not down the loos!**
- **Nothing** is to be put down the toilets.

## Passage

- Mops and mop buckets, outside and inside brushes are stored here.
- Hot and cold taps for mop buckets.
- Please empty the mop buckets under the hedge.

## Drying room

- If the fan heater is required, the switch will be found on the wall behind the heater but in the main hall - to be operated by an adult please.
- Please read the instructions on the notice board.

## Outside

- The outside lights are for your convenience; please switch them off when not in use.
- Please keep the whole area litter free and the camp fire area tidy.
- **No noise** after midnight - please consider our neighbours.

## Camp fire

- Fallen timber can be collected from the forest, a 10 minute walk away.
- **Do not break or cut any living timber.**
- Small camp fires only **not bonfires** - there are electric cables overhead.

## Post box

- This is found down the road at Aley.
- Turn right on the road outside and walk 200 metres to the next road junction.

## Final cleaning

- To keep our charges low **we do not employ a cleaner**. We therefore rely on you to leave the centre as you would wish to find it.
- Please allow at least 1 hour for the final cleaning - extra for the kitchen if necessary.
- Please use the checklist (on the inside back page of this leaflet) for guidance.

## Breakages

- Please notify the key holder at the end of your stay if any items are missing or broken, so that the matter can be corrected for others.
- Please pay the caretaker £1.00 per item for any broken crockery.
- Other breakages will be charged individually at replacement cost.

## Log book / Visitors book

- Please record your visit in the book hanging near the kitchen door, passage side.

## In case of problems

Please contact one of the management committee members:

- Mr J or Mrs I Heal - 01278 427 636 (key holder)
- Mr D or Mrs P Briggs - 01278 662 537 (key holder)
- Mr D Allen - 01823 698 505 (key holder)

## Useful Contacts

### **Quantock Medical Centre** (24 hours)

Banneson Road  
Nether Stowey  
Phone: 01278 732696

### **Bridgwater Hospital** (Minor Injuries Department - limited hours - ring to check)

Salmon Parade  
Bridgwater TA6 5AH  
Phone: 01278 451501

### **Musgrove Park Hospital** (A&E Department - 24 hours)

Parkfield Road  
Taunton TA1 5DA  
Phone: 01823 333444

### **Tourist Information**

c/o Bridgwater Arts Centre                      and                      Tourist Information Centre  
11-13 Castle Street                                      Paul Street  
Bridgwater TA6 3DD                                      Taunton TA1 3XZ  
Phone: 01278 422700                                      Phone: 01823 336344

### **Quantock Hills AONB Service** (Ranger service, walks, educational packs, etc.)

Fyne Court  
Broomfield TA5 2EQ  
Phone: 01823 451884

### **Quantock Lodge** (swimming pool)

Phone: 01278 732252

### **Vicar**

Nether Stowey Vicarage  
Nether Stowey  
Phone: 01278 732247

### **Brass rubbing** - for permission, please contact:

St Decuman's Vicarage                      or                      The Rectory  
47A Brendon Road                                      St George's Street  
Watchet                                      Dunster  
Phone: 01984 631228                                      Phone: 01643 821812

**For other contacts please follow the links on our web site.**

## Local Suppliers

### **Little's Stores & Dairy**

- Vegetables
- Frozen food
- Newsagents
- General groceries
- Fresh-baked pies & pasties
- Daily delivery

7 St Mary Street,  
Nether Stowey TA5 1LJ  
Phone: 01278 732249

### **Faun & Co - Butchers**

- Top quality meat at keen prices
- Support your local butcher!
- Deep-freeze specialists

4 Lime Street  
Nether Stowey TA5 1NG  
Phone: 01278 732270

### **The Cottage Inn**

- Home cooked restaurant meals and take-away food

Keenthorne  
Nether Stowey TA5 1HZ  
Phone: 01278 732355  
info@thecottageinnkeenthorne.co.uk

### **Rendalls Coaches Ltd**

- 16-70 seat coach hire for all occasions

Boards Road  
Bridgwater, Somerset TA6 4BB  
Phone: 01278 426 966  
rendallstravel@talk21.com

### **Gullifords Garage**

- Motor engineers and agents

Nether Stowey  
Bridgwater, Somerset TA5 1LJ  
Phone: 01278 732225

## Equipment Provided

### Kitchen

30 china cups / mugs  
24 cereal bowls  
24 large plates  
24 soup dishes  
24 side plates  
24 egg cups  
24 water glasses  
24 knives  
24 spoons  
24 forks  
24 teaspoons  
13 tablespoons  
8 jugs  
3 serving forks  
6 kitchen knives  
3 potato peelers  
4 ladles  
1 strainer spoon  
1 pair of cooking tongs  
1 tin opener  
2 cheese graters  
3 chopping boards  
2 whisks  
4 wooden/plastic spoons  
1 rolling pin  
3 fish slices  
4 salt and pepper pots  
1 vinegar bottle  
4 screw-top 700ml containers  
1 steamer  
5 potato mashers  
1 funnel  
1 knife sharpener  
2 washing bowls  
3 buckets  
14 saucepans  
2 frying pans  
9 small mixing bowls  
1 large mixing bowl  
1 flour shaker  
2 colanders  
4 trays  
3 measuring jugs  
5 fruit serving dishes  
1 set of scales  
1 large teapot  
1 small teapot

3 oval oven pie dishes  
6 large oblong oven tins  
4 small oblong oven tins  
1 tart tin  
1 kettle  
1 electric kettle  
1 small electric urn  
1 microwave  
1 waste bin  
1 food waste bucket  
1 emergency light (on wall)  
1 fire extinguisher  
1 fire blanket

### Passage

6 mops  
4 mop buckets  
2 outside brushes  
3 dustpans & brushes  
4 brooms (soft bristled)  
1 cobweb brush & extension

### Main Hall

26 mattresses (firm)  
2 notice boards (cork)  
1 fire bell  
2 fire extinguishers  
1 emergency light (on wall)  
5 large tables  
1 small table  
35 chairs

### Bedrooms

12 pillows  
8 blankets  
1 emergency light (on wall, in each room)  
1 vacuum cleaner

### Multi-purpose cabin

1 emergency light (on wall)  
1 mirror  
1 notice board  
1 fire extinguisher  
1 clock (on wall)  
1 waste bin  
1 broom, dustpan and brush

## Items to Pack

We suggest that you use this checklist alongside your own:

### For everyone:

- Sleeping bags
- Torches
- Towels and washroom equipment

### Extra for those using the two bedrooms:

- Pillow cases

### For communal use:

- Soap for the toilet block & kitchen
- Hand towels for the toilet block & kitchen (there are no hand dryers)
- Tea towels
- Dishcloths / cleaning cloths
- Pan scrubbers
- Brillo pads
- Cleaning cream
- Oven cleaner
- Rubber gloves
- Dusters
- Disinfectant (no bleach please)
- Toilet rolls
- Large rubbish sacks
- Small rubbish sacks (bin liners)
- Matches
- Scissors
- Tin opener
- Cork screw
- Chopping boards
- Aprons
- Oven gloves
- First aid kit

### Reminder

While larger groups do use the centre, equipment is provided for 24 people. If you plan to bring more than this number, don't forget the extra equipment required!

## Final Cleaning Checklist

- To keep our charges low **we do not employ a cleaner**. We therefore rely on you to leave the centre as you would wish to find it.
- Please allow at least 1 hour for the final cleaning - extra for the kitchen if necessary.
- Please use the following checklist for guidance:

### Generally

- Empty all bins and replace bin liners

### Kitchen

- Remove **all** food stuffs from the kitchen and take them with you
- Wash all pots, pans, cutlery, and any other utensils that you have used
- Empty and clean the fridge (it defrosts automatically)
- Clean the cupboards inside and out
- Clean the cookers, ovens, and microwave
- Wash out the waste bins
- Clean the sinks, worktops and splashbacks
- Sweep / mop / vacuum the floor as necessary

### Bedrooms

- Empty the drawers
- Vacuum the carpets and clean the mirrors

### Toilet block

- Clean the WCs, showers, basins and taps
- Clean the worktops, splashbacks and mirrors
- Mop the floors with disinfectant (empty the mop buckets under the hedge)

### Multi-purpose cabin

- Switch off the heater
- Return any items from the main hall (or elsewhere) to their original locations
- Clean the mirror
- Sweep the floor & vacuum the door mats
- Mop the floor if necessary to remove any muddy footprints

### Main hall

- Sweep the floor
- Mop the floor if necessary to remove any muddy footprints

### Drying room

- Switch off the heater
- Clear the room of any remaining belongings
- Sweep the floor

### Outside

- Brush paths free from leaves and mud
- Pick up any litter
- Tidy the campfire area

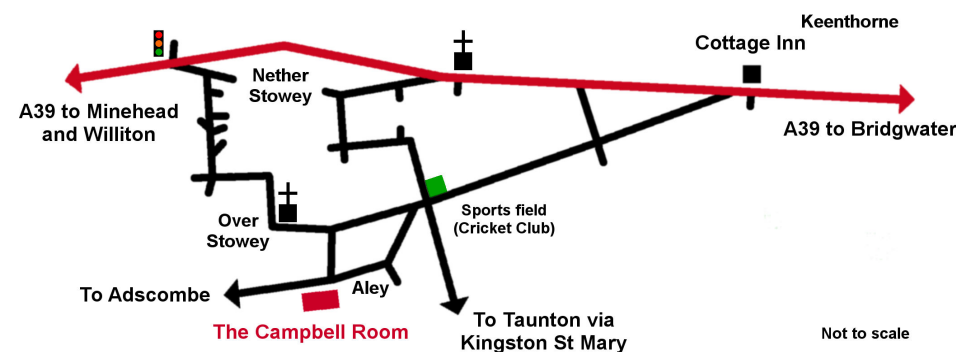
## Finding Us

### Directions

The easiest road route is to leave the M5 at Junction 23 or 24 for Bridgwater. Once in the town, pick up the A39 towards Minehead. After about 7 miles, opposite the Cottage Inn at Keenthorne, take the left fork in the road towards Over Stowey. Drive over 2 crossroads and immediately bear right at the fork in the road. Take the first left towards Adcombe. After about 300m you will come to the Campbell Room lying straight ahead at a small junction. Look for a long white and black building.

Parking is available for 3 cars or 2 minibuses. A further 3 cars can normally be parked in a nearby lay-by.

Our exact Sat Nav GPS coordinates are 51.13670, -3.16400. Alternatively use postcode TA5 1HB or TA5 1HN to provide an rough location – we are between the two.



Please see our website for further maps and public transport information.

### Arrival & Departure

Our key holder will meet you on arrival, show you where things are and supply you with shower tokens. If you find that you are going to arrive late, please call her on the number provided with your booking confirmation.

Before you leave our key holder will check that the Campbell Room is clean and tidy, and collect your completed Feedback Form, shower money and unused shower tokens.