

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

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 and 2 Calor gas cookers, microwave oven, 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.

During spring 2010 a new **multi-use cabin** will be built. While this will have the potential to accommodate up to 8 extra people, it will also provide greater flexibility in sleeping arrangements or an additional room for activities.

Outside there is an area of grass where games can be played or a few small tents could 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.

Care and Cleaning of the Centre

Programme planning - cleaning

- To keep our costs down **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 final cleaning - plus extra for the kitchen if necessary.

Energy use

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

Main Hall

- The electricity switch is over the main door.
- Fire alarm is next to the side door.
- Please read the fire and fire extinguisher instructions.
- Windows must be bolted to make sure they are secure.
- Please leave clean and tidy.

Kitchen

Gas stoves:

- First turn on both gas connected cylinders outside by turning knob on top 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 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.

Water:

- The stop-cock is under the saucepan shelf near the sink.
- Mains tap outside bedroom 1 door (under hedge).
- **Please do not waste water - it is metered.**

Washing up:

- 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 polythene bag.
- When full, tie the bag and place it in the correct dustbin outside.

Cleaning:

- Kitchen to be thoroughly cleaned, including cookers, fridge, all pots, pans, cutlery, sinks, waste bins, work-tops and floors.
- Cupboards to be wiped clean inside and out.
- Fridge - Needs emptying and cleaning. Defrosts automatically.
- Please take **all** food stuffs away with you.

Bedroom 1

- The key board is in here; please make sure all keys are returned to the board immediately after use and before leaving.
- Empty drawers and make sure that the room is clean and tidy before leaving.

Bedroom 2

- Contains the central heating boiler and hot water controls, along with a operating instructions and troubleshooting information.
- Empty drawers and make sure that the room is clean and tidy before leaving.

Toilet Block

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

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.
- Clear room of belongings, clean and air before departure.

Outside

- The outside lights are for your convenience; please switch them off when not in use.
- Yard brooms are provided to sweep the paths.
- 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.

Disposal of Rubbish:

- Dustbins are provided.
- Refuse collection - please check arrangements with the key holder.

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.

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.
- Breakages must be paid for - there is a list of prices on the noticeboard in the main hall; please pay the key holder before leaving.

Log Book / Visitors Book

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

In case of problems

Please contact one of the management committee members:

- Mr D or Mrs P Briggs 01278 662537 (key holder)
- Mr J or Mrs I Heal 01278 427636 (key holder)
- Sarah Toomey 01278 733379 (spare key)

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

King Square
Bridgwater TA6 3AR
Phone: 01278 436438

and

Paul Street
Taunton TA1 3XZ
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
47A Brendon Road
Watchet
Phone: 01984 631228

or

The Rectory
St George's Street
Dunster
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 723370

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

24 cereal bowls
24 large plates
24 soup dishes
24 side plates
30 china cups/mugs
24 Water glasses
24 knives
24 spoons
24 forks
13 tablespoons
24 teaspoons
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
11 containers
1 steamer
5 potato mashers
1 funnel
1 knife sharpener
4 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 emergency light on wall
1 set of scales
1 large teapot
1 small teapot

3 oval oven pie dishes
1 tart tin
1 kettle
2 electric kettles
6 large oblong oven tins
4 small oblong oven tins
24 egg cups
1 waste bin
1 Food waste bucket
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

18 mattresses (firm)
2 notice boards (cork)
1 fire bell
2 fire extinguishers
1 emergency light (on wall)
6 tables
26 chairs

Bedrooms

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

Items to Pack

- Sleeping bags
- Pillow cases for the two bedrooms
- Soap
- Towels
- Tea towels
- Dishcloths / cleaning cloths
- Cleaning cream
- Oven cleaner
- Pan scrubbers
- Tin opener
- Chopping board
- Oven gloves
- Aprons
- Dusters
- Disinfectant (no bleach please)
- Toilet rolls
- Matches
- Scissors
- Torches
- First aid kit
- Large rubbish sacks
- Small rubbish sacks

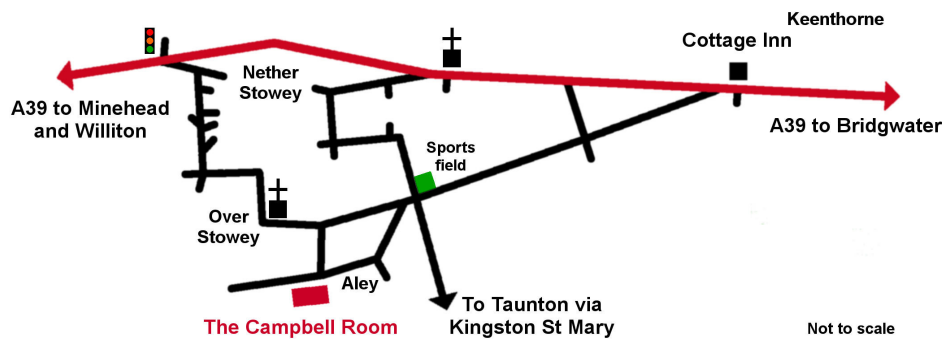
Finding Us

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 to provide an approximate location.



Arrival & Departure

Mrs Rich, our key holder will meet you on arrival and 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 below.

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

Key holder:

Mrs Rich
Tel: +44 (0)1278 732967