Check in procedure

Welcome to The Rose and Crown!

PLEASE READ

- 1. The guest rooms can be accessed via the pub on check in. Go through the swing door marked *private* and turn left. Pull the door at the bottom of the stairs and push the door at the top of the stairs please do not turn the handle at the top of the stairs as this will result in locking the door. This is known as the inside entrance and can be accessed between 8am and 11pm.
- 2. All our rooms are all located on the first floor, numbered 1-5. Turn left for your room or turn right for the fire exit/24-hour guest entrance.
- 3. Your room key has a coloured tab. The key with the black tab is for the door at the bottom of the guest entrance stairs and the plain key is for the outside gate to gain access to the street.

 All doors are manually locked on the inside but do require the key on the outside.
- 4. Please mind the corridor steps.
- 5. We strongly advise that you book a table if you wish to eat with us as we cannot guarantee a table otherwise.
- 6. Breakfast will be served in the dining room starting at 8 am and finishing at 9:30 am. Please use the inside entrance to access the dining room.
- 7. Toiletries will be provided in the guest rooms as will a limited amount of tea, coffee, milk etc. If you would like a top up of any of these complimentary items, please let us know.
- 8. Check out is at 10am.
- 9. Fire alarms may be tested on Friday mornings after checkout.
- 10. If you have any queries, you can use the inside entrance to access the pub to speak to a staff member or you can contact us via telephone: 01904 659393.
- 11. <u>In case of emergencies outside of opening times:</u> A member of staff lives onsite and their number will be given to you at check-in.

