



## Six weeks out!

*... everything else you need to know*

Please pass on a copy of this leaflet to  
other members of your team

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## Directions & Parking

**LETTON HALL** is 1.5 miles outside the village of Shipdham, Norfolk, on the Cranworth Road - **Postcode IP25 7SA.**

**Directions from Shipdham** - turn off the A1075 opposite the Church into a narrow street - this is Mill Road. As you leave the village, you will see Bullock Park on your right. After approximately one mile you will see the Letton Hall sign, clearly visible from the road, and our driveway on your left.

**Our Postcode** covers a few properties - please do not turn into Gardner's Cottage or North Hill Farm Offices.

**Train Stations** - the nearest train stations are Attleborough, Wymondham and Norwich.

**Buses** operate to East Dereham from Norwich and Peterborough, from East Dereham to Shipdham but not to Letton Hall. Please check times in advance!

**Parking** - there is ample parking for both venues and coaches can turn outside the main entrance to The Hall.

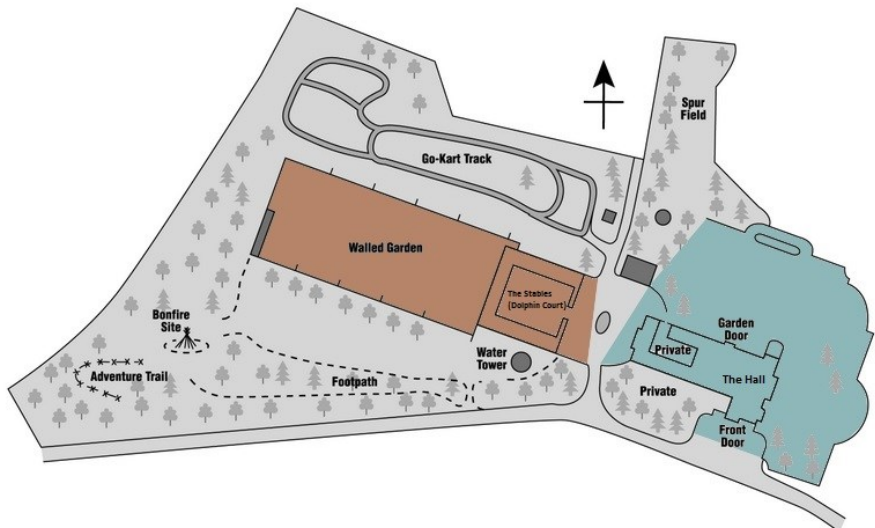
**PLEASE COME TO THE OFFICE TO LET US KNOW  
WHEN YOU HAVE ARRIVED.**

# Grounds and Boundaries

**LETTON HALL** is a 10 acre site surrounded by working farm land. Our boundaries are clearly marked by walls and fences - please stay within our grounds.

There are also areas on our site and in our buildings that are clearly marked as private and out of bounds to guests - please also respect these areas.

Both **The Hall** and **The Stables** have designated outside space - please see the coloured areas on the map below. Please respect these areas and other guests in the shared areas - shaded in grey.



# Programme Reminders

When programming your event please remember:

- **Welcome & Safety Talk** - We need 5 - 10 minutes for a short welcome and safety talk when everyone is together at the beginning of your stay.
- **Refreshment Breaks** - If we are catering for you, please programme refreshment breaks so we know when to make your tea and coffee.
- **Karting Sessions** - Weekend sessions are Saturday morning only, usually 9am - 11am or 11am - 1 pm - subject to availability. If you haven't already done so, please request your preferred session.
- **Shop Times** - Weekend shop times for all our guests are Saturday 10.30am - 11.30am and/or 2.30pm - 3.30pm. If you ask for the shop to be open, please advertise shop opening times on your programme.
- **Bed Linen** - Please allow time on the last day of your stay for guests to remove the pillowcase, duvet cover & sheet from their bed by 9.30am.
- **Cleaning** - Self-catered groups, please allow time in your programme at the end of your stay for cleaning the bedrooms, bathrooms, corridors, kitchen and all communal areas - more information on arrival.

# Your Responsibilities

Please remember the following are your responsibility:

- **Fire Wardens** - Please appoint someone on each floor or corridor to evacuate the area if the Fire Alarm is activated during the night.
- **First Aid** - Please appoint someone responsible for First Aid and bring your own First Aid kit. First Aid supplies are also kept in the kitchens and the office.
- **Security** - Please secure the building(s) at night by locking all outside doors .
- **Bathrooms & Bins** - Please keep bathrooms clean and empty bathroom, bedroom and other bins as necessary throughout your stay.
- **Kitchen** - Please keep the kitchen clean, tidy and clear of all waste throughout your stay. (Empty bins regularly and sweep and mop the floor every day.)
- **Waste** - We will ask you and your group to take responsibility for waste during your stay, keeping FOOD WASTE, GENERAL WASTE, RECYCLING & GLASS separate - more information on arrival.

Washing-up liquid, tea towels, cleaning materials, bin bags, toilets rolls and paper towels supplied by Letton Hall.

# Help Us Keep You Safe

Your safety is important to us so please remember:

- **Fire Doors** - Please make sure that all Fire Doors are kept closed (not wedged open) throughout your stay.
- **Fire Exits** - Please keep all Fire Exits clear. Some rooms operate as a Fire Exit for another room - please keep all exit routes clear at all times.
- **Furniture** - Please do not move any bedroom furniture . Please ask Duty Staff about moving other furniture and return it to its original position at the end of your stay.
- **Breakages & Damage** - Please report any breakages and / or damage to the building as soon as possible and anything that causes a risk to people or property immediately.
- **Campfires** - Please remember you must have public liability insurance (min £5m) and you are responsible for the safety of your campfire - there is a Fire Extinguisher under the covered archway of The Stables
- **Karting** - All karting sessions are preceded by a safety briefing. Please make sure all participants are present.

# Help Us Look After Letton Hall

To help us look after our buildings, grounds and facilities, please remember:

- **Ball Games** - Please only play ball games in the outside spaces provided, not in or near the buildings.
- **Notices** - Please use the notice boards / white boards provided in The Hall (Main Entrance, outside the Dining Room and in the Kitchen) and The Stables (Meeting Room and Dining Room) for your notices. You may use blue tack on gloss paintwork but please do not use anything adhesive, including blue tack on any walls.
- **Muddy Shoes** - Please take off muddy shoes and boots on entering the buildings. Shoe racks are provided in The Stables .

**LETTON HALL IS A GRADE 2\* LISTED BUILDING**

We are working hard to maintain and improve the buildings and facilities for all our guests, both now and in the future.

Please treat our buildings with respect to help us make the most of our resources.

## Consider Each Other & Our Neighbours

For the benefit of other guests and our neighbours, please consider:

- **Amplification** - You are welcome to use PA in the buildings but please go 'unplugged' after 10.30pm. We also request that you do not use any outside amplification.
- **Pets** - Please note that we have a 'no pets on site' policy for guests. Guide dogs and assistance dogs are, of course, welcome.
- **Smoking** - If you smoke in our grounds, please do so away from buildings and be mindful of general safety and the comfort of other guests.
- **Walking** - Much of the land surrounding Letton Hall is private. If you are planning a walk, you must speak to our Duty Staff in advance.
- **Quiet** - Please be quiet after 11pm as others on site may be sleeping.

**THANK YOU** for reading this leaflet.

We will have information for you on arrival regarding contacting Duty Staff, what to do in the event of a fire or emergency, the kitchens and cleaning.