

On Arrival

- Turn on the gas. The gas bottles are located outside at the back of the cabin. Lift the whole large box cover off the hook and turn the knob on the gas bottle which is connected. Then return the cover to the hook.
- Turn on the water. Next to the gas bottles is a small door under the cabin. Turn the wooden catch. Open the door. The brass tap is the mains water. Turn anti clockwise until fully open then turn one turn clockwise to prevent the tap dripping.



- The electric meter is located in the wardrobe in the main bedroom. Turn the large metal knob until the coin slot is open, then place a £1 coin into the slot and turn the knob all the way round. You will see the arrow on the indication move.
- Lighting the boiler. Once the gas and water are on – and NOT before – open the cupboard in the corner of the kitchen. Turn the top knob to the star position and hold it in firmly. Press the smaller lighter button and hold for 5 seconds. The pilot light should be lit. Turn the top knob to the large gas flame indication and the pilot light in the boiler should remain lit. The bottom knob should always be at max. The boiler lights when hot water is used. If the boiler gas goes out – probably the gas bottle needs changing.
- Gas bottle changing – It is unlikely you will need to do this. If in any doubt smile sweetly at a fellow park resident and they will help. The spanner for the gas bottle connection is hanging in the top of the gas bottle cover. If in the unlikely event you do change the gas bottle over please tell me upon your return, so that I can order a replacement bottle.

Emergency Numbers:

Natalie Waite – 07740301055 – your first port of call!

Warden – 01982 553622 (There is a £25 call out charge if you call the Warden out for assistance)

What is provided for your convenience and comfort:

- Basic Tea, Coffee and Sugar are provided in the cabin, as I am sure you will need a drink when you arrived. Please take your own milk.
- You will also find some basic items such a cooking oil, salt, silver foil, cling film, kitchen towel, soap and toilet rolls. If you finish any of these items please replace so that the next person staying has the same items left for them.
- There is a Television, Video, DVD player and hi-fi for your entertainment. The Television reception is not great, so please bear this in mind. There are several videos and DVDs available in the living area for you to watch if you so wish.
- There are a few books – if you do not finish the book you are very welcome to take it home to finish and return it to me once finished.
- The kitchen is fully fitted with a gas oven and grill. The power switch for the electrics to the oven for the clock and ignition are inside the kitchen cupboard next to the oven.
- A microwave, fridge, freezer, kettle and sandwich maker are provided. If not switched on the switches for the fridge and freezer are in the wall behind the fridge so you will need to pull the fridge out to switch on.
- All cups, plates, cutlery, pots, pans and cooking implements including importantly a corkscrew are provided. If any item gets broken please let me know upon your return so that I can get this item replaced.
- Bedding is provided - All spare linen can be located in the Master Bedroom under the bed. If you require extra pillows or quilts these can be found in the storage above the Master bed and in the drawers of the double bed in bedroom two.
- Tea towels are provided – these are found one of the kitchen drawers.
- Cleaning products and Cleaning products and cloths are provided in the kitchen under the sink.
- A mop and bucket can be found in the cupboard in the bathroom
- The hall cupboard contains a vacuum cleaner and for the really enthusiastic – an ironing board and there is an iron in the kitchen.
- One of the drawers in the kitchen contains several leaflets with regard to places to visit that you might be interested in. You may find a few maps in there too. If you visit anywhere which I haven't got a leaflet for and you think it will be of interest to someone else, please get me a leaflet to add to my collection.
- In the kitchen drawer by the sink is a key ring containing several keys, one of these being for the container outside at the back of the cabin. This contains deck chairs which you are very welcome to use.

Rules of the Park

- The speed limit is 5mph on all park roads, this **MUST** be observed by all members and visitors. The warden will enforce this strictly.
- Rubbish should be put in the black bin, in a tied **black bin bags** – provided in cabin. **DO NOT put bottles in the bin. Please take all glass bottles home with you to recycle.** Rubbish collection is Thursday morning.
- Fishing is restricted to the fishing seasons and to one rod per chalet. Fishing will be restricted to the areas designated. Anyone fishing must hold a local River Authority Licence. These can be obtained from the local Post Office, Tackle Shop or the Tourist Information Office.
- Fires are not to be lit in the open.
- Laundry. May not be hung out during daylight hours on Saturday, Sundays and Bank Holidays.
- If any guest fails to observe the site rules Caer Beris Holiday Park Limited have the right to ask you to leave the park immediately.

On Departure

- Please leave the cabin as you would expect to find it.
- Vacuum all carpets and sweep out the kitchen area.
- Wipe down surfaces, including Kitchen and Bathroom.
 - Cleaning products and cloths are provided in the kitchen under the sink.
 - A mop and bucket can be found in the cupboard in the bathroom
 - The hall cupboard contains a vacuum cleaner and for the really enthusiastic – an ironing board! You can play hunt the iron!
- Please place all rubbish in a tied black bag in the dustbin at the back of the cabin. Please do not put any glass bottles into the bin. This will be collected on Thursday morning by the site Warden.
- If you have been asked to make the beds, fresh linen can be found in the Master bedroom in the storage boxes under the bed.
- If you have been asked to do so, please bring dirty linen home with you and return with the keys.
- Close all windows and make sure they are secured.
- Turn the boiler off - Push in the boiler knob and Turn to the off position.
- Make sure that all the electrical sockets are turned off including the TV.
- Make sure all lights are turned off.
- Turn off the gas, by turning the knob on the gas bottle. All the way clockwise.
- Turn off the water, by turning off the stopcock under the back of the chalet. All the way clockwise.
- Leave all basin drains unplugged.
- Close all curtains.
- Make sure side door is locked.
- On leaving leave these instructions on the kitchen table.
- Close and lock the front door.