

ANNEXE (A) BEDROOM PLANNING FORM

Correct as at June 2021

You are welcome to use this bedroom planning form, or you can use your own version if that is easier for you. Whichever you decide to use, the duty manager **must** be provided with a copy of your bedroom allocation on the first evening of your stay. This is vital in case of an emergency. Please also ensure that your group leader/administrator also has a copy, and that any changes during your stay are advised to the duty manager. This information will also be used to calculate your invoice and to help us plan for cleaning after you have left, so it really does help us if it is accurate!

All rooms have wash basins. All can take a cot but rooms 3, 4 & 7 would need some furniture moved to do this.

**Room 8 is in a different building, next to the meeting room with its own entrance and en-suite.

Bedroom

Type of bed space and name of occupant

One

B..... B.....

B..... B.....

B..... B.....

B..... B.....

Two

B..... B.....

B..... B.....

B..... B.....

Three

B..... B.....

Four

B..... B.....

Five

B..... B.....

B..... B.....

B..... B.....

Six

B..... B.....

B..... B.....

B..... B.....

Seven

S.....

**Eight

B..... B.....

B..... B.....

S.....