HUNTSHAM COURT

ROOM ALLOCATION SHEET

Booking Name: Dates:

Please complete this sheet and return it to us by email not less than 10 days prior to your arrival so that we can make the rooms up appropriately.

The total number of persons in a room should include all children and babies if applicable. Please put the number of Z beds required (total of 5 available across the house) and number of cots (exc. guests own cots, we have 4 house cots available). Where there are sofa beds please indicate if they should be made up as sofas or beds. Please delete twin or superking where appropriate. Capacities:

Main House (beds 1-27): 66 people + under 3 year olds, split as:
Main accommodation (beds 1-19) =44 people + up to 6 children under 2 year olds
Additional accommodation (beds 20-27) =22 people + up to 6 children under 2 year olds
Main house Total (beds 1-27) = 66 + up to 6 children under 2 year olds

Plus Cottage (beds 28-30): 8 people

MAIN ACCOMMODATION (BEDROOMS 1-19)

1. Beryl's Boudoir (1st floor – Fixed four poster, space for 1 Z bed only, en suite - bath with shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Fixed Four poster only

2. The Douglas (1st floor – Fixed four poster, space for 1 Z bed only, en suite - 2 baths with shower hoses)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Fixed Four poster only

3. Yyanis(1st floor – Fixed four poster, space for 1 Z bed, en suite - bath with shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Fixed Four poster only

4. Flower Room (1st floor – Fixed four poster, sofa bed, no space for Z bed, en suite – bath with shower hose)

Guest Name:			
No. persons in room:	Sofa / Sofa Bed	Cots:	Fixed Four poster Sofa Bed / Sofa

5. Monica(1st floor – Double bed, space for 1 Z bed, en suite – bath with shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Double

6. Lady Susan (1st floor – Double bed, space for 1 Z bed, en suite - shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Double

7. Lady Elizabeth (1st floor – Double bed, space for 1 Z bed, en suite - shower over bath)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Double

8. Cornet (1st floor – Superking or twin, space for 1 Z bed, en suite – small bath with shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super King / Twin

9. The Baron (FS1) (1st floor – double bed, space for 1 Z bed, interconnects to Baroness with shared shower en suite)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Double

10. The Baroness (FS1) (1st floor – twin beds, space for 1 Z bed, interconnects to Baron with shares shower en suite)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Twin

11. Little Loft (FS2) (1st floor – double bed, no space for Z bed, shares en suite - shower room shared with Big Loft)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots: n/a	Double

12. Big Loft (FS2) (1st floor – Fixed four poster bed, space for 1 Z bed, en suite shower room shared with Little Loft)

Guest Name:			
No. persons in room:	Z bed: 0 / 1 / 2	Cots:	Fixed Four poster

13. The Duke (FS3) (2nd floor – super king or twin, space for 1 Z bed, interconnects to Duchess, shared ensuite shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super King / Twin

14. The Duchess (FS3) (2nd floor – twin beds, space for 1 Z bed, interconnects to Duke with a shared en suite shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super King / Twin

15. Broughton (2nd floor – double bed, space for 1 Z bed, en suite - small bath with shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super king / Twin

16. The Turret (2nd floor – double bed, no space for Z bed, en suite - shower bath)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots: n/a	Double

17. The Den (FS4) (Grd floor – super king or twin, space for one Z bed, shared shower room with The Hideout)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super King / Twin

18. The Hideout (FS4) (Grd floor - double bed, no space for Z bed, shared shower room with The Den)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots: n/a	Double

19. Manchuria (Grd floor – double bedroom, no space for Z bed, with disabled friendly en suite shower room)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots:	Double

ADDITIONAL ROOMS (ROOMS 20-27)

20. Tidswell (2nd floor – double bed, no space for Z bed, en suite with shower)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots:	Double

21. Jimkeya (2nd floor – double bed, space for 1 Z bed, en suite with shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super king / Twin

22. Oscar (2ND floor – double bed, space for 1 Z bed, en suite with shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1 / 2	Cots:	Beds: Double

23. Quinton (3rd floor – 1 double and 2 singles with ample space for 1 or 2 Z bed, en suite with shower)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Super King / Twin & 2 Singles

24. Tilly (2nd floor – double bed, space for 1 Z bed, adjacent private shower room)

Guest Name:			
No. persons in room:	Z bed: 0 / 1	Cots:	Double

25. Purdey (2nd floor – double bed, space for 2 Z beds, en suite with bath and shower hose)

Guest Name:			
No. persons in room:	Z bed: 0 / 1 / 2	Cots:	Double

26. Ginger (2nd floor – super king or twin, with additional day bed, space for 2 Z beds, en suite with shower and bath)

Guest Name:			
No. persons in room:	Z bed: 0 / 1 / 2	Cots:	Super King / Twin. Day bed made up: Y / N

27. Peanut (2nd floor – 2 x double beds and sofa bed, en suite with shower and bath)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots:	2 x doubles Sofa / Sofa Bed

TOTAL GUESTS IN MAIN HOUSE (MAX 66 + up to 6 children under 2 year olds):
(EXCLUDING THE COTTAGE)

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ADDITONAL COTTAGE BEDROOMS (ROOMS 28-30)

28. The Cottage – BED 1 (1st floor – double bed, no space for Z bed, en suite with shower)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots:	Double

29. The Cottage – BED 2 (1st floor – double bed, no space for Z bed, en suite - shower over bath, shared with Bed 3)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots: n/a	Double

30. The Cottage – BED 3 (1st floor – double bed, no space for Z bed, en suite - shower over bath, shared with Bed 2)

Guest Name:			
No. persons n room:	Z beds: n/a	Cots:	Double

The Cottage – Lounge (sofa bed, shared bathroom with Bed 2 & 3)

Guest Name:			
No. persons in room:	Z beds: n/a	Cots:	Sofa bed / Sofa

TOTAL GUESTS IN THE COTTAGE (MAX 8):
(EXCLUDING THE MAIN HOUSE)

In the event of a fire, these details will be used for our fire safety log. As the house is self catering it is your responsibility to know when each guest is arriving and leaving. If any room is not available due to maintenance or repair we reserve the right to move guests into spare bedrooms. Please note that the total number of overnight guests for each part of the house is non-negotiable due to our fire safety principles. Any guest not listed on this form but found to be in the house shall be asked and required to leave immediately. Please sign below to acknowledge this is your bedroom allocation including all adults, children, babies and staff and you understand our house capacities.

Capacities:

Main House (beds 1-27): 66 people + up to 6 children under 2 year olds, split as:
Main accommodation (beds 1-19) 44 people / Additional accommodation (beds 20-27) 22 people.

Plus Cottage (beds 28-30) 8 people

Signed:

Print Name: **Dated:**