



Accommodation Building Management Plan

Introduction

This management plan is produced to address management practices of the site that will reduce any impact from site activities on neighbouring amenities and site infrastructure. In particular the matters to be addressed are :

- Departure and arrival times;
- Person responsible for site management ;
- Management practices;

These details are provided in the matters set out in this report, noting that it is in the interest of the site owner to run a properly managed site to attract further business and promote the holiday units in a competitive environment.

This management is prepared to accompany a planning application to the Local Authority only and is not intended to be applied in any other field of expertise.

Method of booking

Bookings are via these established methods on line via established companies or the Outbarn website and are made subject to the terms and conditions of the Outbarn with regard to not only methods of payment, security bond and contracts but also information that covers matters in the Code of Conduct to be expected, the number of visitors and general obligations relating to compliance with the rules of the site; behaviour; compliance with instructions for the manager and dispute or complaint procedures and resolution. The consequences of not meeting the terms and conditions are also included that could mean termination of the agreement, loss of deposit or further enforcement actions.

Booking In

All booking in will be done during standard opening hours (08:30 till 17:00). Check in for the room will be at the reception area within the accommodation building. Guests will be advised to park in the main Car Park.

Parking

All parking will be on our private car parks above the barn.

Noise

Noise will comply with our sound limits and will be monitored. Access to balconies will be restricted after midnight.

Guests will be advised of our neighbours right to quiet and consideration to them as part of the booking conditions.

Occupation restrictions

The booking sites and forms make clear the occupancy restrictions of the site. These make it clear that the main restrictions are :

- Maximum occupancy per room -2 of 4 if family with children
- Non smoking
- No pets.
- Only available in conjunction with wedding or venue hire.

In addition to the above overview points, the code of conduct matters in the terms and conditions agreement also cover matters of site regulation.

Site manager details

As this is a family run business located at the site owner's own property, the site manager is not remote or off site. The site manager is Henry Backhouse and is to be found at the site office in the Outbarn next to this site. He is present throughout the day and night when there is occupancy of the holiday units.

The managers details are therefore

Name : Henry Backhouse

Address : The Outbarn, Clough Bottom, Bashall Eaves.

Times of day present : 24 hours.

Guest Supervision

On wedding nights the team departs at 2am, all wedding guests have by this point left the site, management will be in place to ensure that any guests who are resident (typically 1 bride and 1 groom, and 12 other guests) are in their suite. Access to The Out Barn will be locked and alarmed restricting any access until the next morning.

The first to arrive in the morning – typically groundsman at 7.30am will check on the external of the property as they do at present. Breakfast will be served in the accommodation building at 9:00am prompt.

Refuse and recycling

Guests must dispose of refuse in accordance with the usual practice of the property and in the refuse bins provided.

Guests must not leave rubbish in common or public areas .

Decking and balcony areas

No excessive noise or anti social behaviour can take place on the balcony or decking areas

Use of the balcony shall not take place after midnight

Emergency contact

All guests are provided with contact details for the site manager.

Compliance

The consequence of non compliance specified together with potential termination and eviction procedures.

Deposits

Failure to comply with the house rules or any request of the site manager may result in loss of any deposits paid.

General Obligations

- Comply with house rules;
- Refrain from anti social behaviour
- Respect residential amenity and security of neighbours.
- Comply with instructions from the manager
- Notify the manager of any disputes or complaints as soon as practicable.

Check-out

Check-out will be at the reception area within the accommodation and will be at 10am, matching our current check out time. Guests staying will be advised of our one way system in place on the site.

Welcome Pack

All guests will be sent a booking form for the rooms – this will detail, parking and check-in procedures, noise restrictions and use of balconies.