

COTHAY MANOR & GARDENS

2008

Notes for Group leaders and Tour Organisers – we have written these to assist you with the smooth planning of your visit and should be grateful if you would pass on any relevant information to your party.

The definition of a Group is a minimum of 20 people. If a Group falls below 20 people, for whatever reason, the minimum Group charge will apply. We would ask that **tour organisers collect entrance and refreshment monies prior to arrival, to avoid confusion and save time.**

We have extended our Toilet facilities but inevitably there is a great delay when large groups all wish to use them at the same time! So for your own comfort, we would like to suggest that coach parties from the East make a stop at Taunton Deane Motorway Services which is ideally situated between junctions 25 and 26 on the M5, and parties approaching from the West should stop at the Shell Service Station at junction 27.

Sadly, due to some breakages, it is an absolute requirement of our insurance company that all bags, cameras, or any items being carried (with the exception of sticks with rubber tips), be deposited in our cloakroom before viewing the house. Coats and bulky cardigans should also be removed. This is because some rooms are very small and these items have in the past proved a danger to free standing objects. The cloakroom will of course be locked during the tour. Soft overshoes are provided, to be worn when viewing the manor. These are simple, disposable, and easily pulled on over your own shoes.

We have found that members of the group are more than happy to assist us in this way if it is explained to them in advance.

We have a small open-air tea-room for the general public which is only open on Wednesday, Thursday and Sunday afternoons; it is not large enough to cater for groups and therefore groups are normally served in the Gatehouse. **Group catering must be pre-booked.**

We would ask that all charges due in respect of your visit be calculated and collected **prior** to your arrival. **This amount should also include payment for pre-booked refreshments.**

We look forward to welcoming you to Cothay.

*

DIRECTIONS TO COTHAY: from North exit M5 at J26 – direction WELLINGTON – take A38 direction EXETER – 3 ½ miles see BROWN SIGN on left – turn RIGHT to GREENHAM – follow BROWN SIGNS. From WEST exit M5 at J27 – take A38 direction WELLINGTON – 3 ½ miles – see BROWN SIGN on left – follow BROWN SIGNS.

WHEN IN THE LANE IT IS ONE MILE TO COTHAY – IT WILL FEEL LIKE TEN - ALWAYS KEEP LEFT

Please leave enough time to get here. We sometimes have four groups arriving on the same day by coach, and it is important that we can schedule the coaches up, and down the lane.