Welcome
to the

TALBOT HOTEL
STILLORGAN
Dear Guest,

Welcome to the Talbot Hotel Stillorgan, one of Dublin’s premier Business and Leisure hotels. The hotel is situated in the Stillorgan area just a short distance from Dublin City Centre.

The hotel prides itself on providing excellent facilities and services balanced with an authentic Irish experience of superior customer service.

If you require any assistance or suggestions on what to do during your stay please contact the reception desk.

Our main dining room ‘The Purple Sage Restaurant’ serves breakfast, lunch and dinner. We also have BRASS Bar & Grill for casual dining or relax for a drink after dinner with live music on Friday and Saturday nights.

Our location & facilities are ideal if you are planning a Conference, Banqueting Event, Wedding or Special Occasion. Our specialist conference & events team are available to discuss your requirements.

Should you require anything to make your stay more enjoyable, please do not hesitate to contact me or any of my team for assistance.

Wishing you a very enjoyable stay,

Kind Regards,

Daragh O’Neill

Daragh M. O’Neill
General Manager
Covid-19 Policies and Procedures

Dear Valued Guest,

It is with great pleasure that we have the opportunity of welcoming new and returning guests to the Talbot Hotel Stillorgan. As Covid-19 has changed our perception on how we interact in social settings, we very much acknowledge that your Health and Safety during your stay in our number one priority. Therefore, here at the Talbot Hotel Stillorgan we have implemented a new set of policies in our general terms and conditions and stringent procedures operationally ensuring peace of mind and comfort throughout your entire stay.

We fully appreciate that certain measures may cause an initial inconvenience however, for us to proactively move forward we must work together by adhering to these new terms. These are as follows:

• Making use of our sanitising stations located throughout the Hotel and washing your hands regularly
• Making reservations for Breakfast, Lunch & Dinner prior to arrival or at check-in
• Observe social distancing with other guests and staff. Signage will be visible throughout the premises
• Parents must always supervise and remain present with children
• We would encourage the use of contactless credit/debit cards for all transactions. This is not compulsory with cash accepted should it be necessary
• Respect the guidance or advice issued by management and staff as guests in our hotel
• If you see any form of poor practice by other customers or indeed a member of our team, report to hotel management immediately

The above terms are compulsory with failure to co-operate potentially leaving us no other option but to ask you to vacate the premises in the interests of public health. Please understand that this for YOUR safety as much as our staff and other guests and to ensure that everyone has a safe and pleasant experience with us at the Talbot Hotel Stillorgan.

We have outlined below the new measures put in place as part of our new Talbot Clean Covid-19 Co-Operation that will help to keep all of us safe. This outlines the procedures that underpin our commitment to you and the terms & conditions that we expect of you during your stay with us.

If you have any queries that are not answered below, please contact us at reception@talbotstillorgan.com or (01) 200 1800.

We look forward to welcoming you to the Talbot Hotel Stillorgan. We truly value your custom and assistance during these unprecedented times.

Kind Regards,

Daragh O'Neill
Dear Guest,

Please join us in being an ECO-FRIENDLY hotel. The following are some suggestions to assist you;

- Please turn OFF Air-Conditioning/Heating when opening windows.
- Turn OFF all lights, Air-Con & TV before leaving the room.
- Save water by having your bath towels changed less frequently. A towel in the bath or on the floor means you wish for them to be changed. A towel on the towel rack means housekeeping will not change it for you.
- We recycle glass, plastic and paper. You can assist us by using the bin under the writing desk for these items. All other items can be disposed of in the waste bin in the bathroom.

From all of us here at the Talbot Hotel Stillorgan, we extend a warm thank you for helping us make our hotel more friendly to the environment.

If you have any other suggestions for our Environmental Management Program there is a Green Suggestion Box located at reception.

Kind Regards,

The Green Team
The Talbot Hotel Stillorgan is a proud recipient of the

**OPTIMUS Service Excellence Award**

Our Promise, to you our guest is . . . . .

“**Excellent Friendly Service by Exceptional People**”

We consistently strive to deliver upon our promise to all our guests in the hotel and we like to know how we are performing.

To improve and achieve the best results, we would like to receive your feedback in relation to the product and services that we offer, so that we can recognize our staff for their excellent contribution and identify areas for improvement.

Our Customer is our priority. In order to make these continuous improvements to your experience of our hotel, your feedback is essential. If you could kindly complete one of our comment cards during your stay or email [info@talbotstillorgan.com](mailto:info@talbotstillorgan.com) we would greatly appreciate it.

Thank you.

The Service Excellence Team
Guest Directory

Air Conditioning
All of our bedrooms are equipped with air conditioning. You can adjust the temperature using the remote control provided. For further information please read the instructions page in the directory. Alternatively please call reception on Ext 0 for further assistance if required.

Adaptors
You can purchase an adaptor from the Vending Machine on the First & Second Floors of the Hotel.

Airport Transfers
Taxi or Limousine transfers are available 24 Hrs - please contact reception
AIRCOACH — The air coach stops on the N11 opposite the hotel & operates 24 hours daily
Please check with reception for the schedule as it varies by time of day.

Babysitting Services
Babysitting services are available upon request. Please contact Reception on Ext 0 to arrange. Advance notice is highly recommended.

BRASS Bar & Grill Opening Hours— Ext 531
Lunch:  Monday– Friday  12.00 noon — 5.00pm
        Saturday            12.00 noon –  3.00pm
Dinner : Monday—Friday:   5.00 pm — 10.00pm
         Saturday            3.00 pm— 10.00pm
         Sunday                12.00 noon —10.00pm

Banquets & Catering
Our Conference and Events team will be pleased to help you arrange any Meeting, Conference, Family Occasion, Wedding, Lunch or Dinner. Please contact our Sales department on Ext 517 during Office Hours or dial Ext 0 for assistance during out of office hours.

Business Centre
Photo copying, printing and Scanning are just a few of the services offered at Reception. A Computer terminal
Breakfast
Breakfast is served in our Purple Sage Restaurant on the Ground Floor of the Hotel.
Monday to Saturday from 7.00am to 10.30am & Sunday 8.00am to 10.30am
You will find a Room service Breakfast Order form hanging on your door handle. Please complete this form and place it outside on your door handle before 3.00am to ensure prompt service. Alternatively you may dial Room service on Ext 405 with your order in the morning, but please note that pre-orders are prioritized.
Breakfast prices are as follows:
Full Irish Breakfast: €16.25 pp  Continental Breakfast: €13.40 pp  Delivery Charge €4.50 (per person)

Car Parking
Parking is complimentary for our Guests.

Car Rental
We recommend Enterprise (www.enterprise.ie) or Sixt (www.sixt.ie) Car Hire. Both agencies have local branches in proximity to the hotel.

Check In/Check Out
Check In is available from 3.00pm. Check out is by 12 noon. For Further information on our Express departure (Express Check out Service) or to arrange a late check out, please contact Reception on Ext 0.

Credit Cards
We accept Visa, MasterCard, Debit Cards and American Express.

Comment Cards
We really appreciate it when our guests take the time to share their feedback with us. Please fill in the Guest Comment Card located on your Bed Side locker. Also if there was any Employee you would like to acknowledge, we would love to hear from you.

Cots (Travel Cot)
Please contact Reception on Ext 0.
Currency Exchange
Foreign Currency may be exchanged at the Reception desk.

Doctor
For information on Local GP, Dental or Hospital Services, please contact Reception on Ext 0.

Do Not Disturb
If you do not wish to be disturbed, please hang the sign provided on the doorknob outside your room. If you do not wish to receive telephone calls, please advise Reception.

Dry Cleaning, Laundry & Pressing
We are pleased to offer same day laundry & pressing service. Items must be received at Reception before 9.00am on that day. This service is not available Sunday & Bank Holidays. Please place Laundry & order sheet in the bag, which may be found in the drawer in the vanity unit or inside your wardrobe.

Electricity
The electrical current is 220 volts. Our bedrooms require your key card to activate the power. There is a white box inside your door in which you should place your key. For assistance please dial Ext 0.

Emergency
Should an emergency arise, please dial Ext 0 immediately to state the type of emergency and your location. Further Emergency instructions are detailed separately in the directory.

Florist
If you would like to purchase or send flowers, please contact Reception on Ext 0.

Gym (Fitness Suite)
Located on the lower ground floor accessed via the courtyard. Please sign in at reception where you will be issued with an access key. Complimentary towels are available for your use.

Housekeeping
Should you require additional pillows, blankets or other services, please contact Reception on Ext 0.
Ice
Room service would be happy to accommodate your request, please dial Ext 0.

Internet Access / WIFI
We provide high speed Wi-Fi internet access in every room & in public areas.
Bit Buzz is our service provider. You will only be required to login & register once during your stay.

Iron/ Ironing Board
All of our bedrooms are equipped with an Iron & Board located inside your wardrobe.

Kettle/ Tea Bags/ Sugar
All rooms are equipped with Tea & Coffee making facilities. Should you require any additional cups, sugar, tea-bags or coffee. Please do not hesitate to contact Reception on Ext 0.

Key Cards
Your key card is electronically encoded and for your security the room number is not indicated on the card. Should you lose your card, please inform Reception immediately. A new card will then be issued for you, while the old one will be cancelled automatically. On the day of your departure the card will cease to work after 12 noon. Should you wish to use your room after this time please contact Reception on Ext 0. Our rooms require a key card to activate the power in your room. There is a white box on the wall inside your door in which you should place your key card. If you require any further assistance please contact Reception on Ext 0. All Key Cards must be returned to Reception on departure.

Luggage
Please call for assistance in transporting your luggage or if you require arrangements for luggage storage please contact Reception on Ext 0.

Lost and Found
If you have misplaced, lost or found a guests personal item, please call Reception for assistance.

Mail
A “Post Box” is available at Reception.

Maps & Tourist Leaflets
Dublin city and local maps may be found in the information stand located at Reception.
Newspapers
Newspapers are complimentary and are available at the Newspaper stand in the Reception area or at the Main Reception Desk.

Pet Policy
Pets are not permitted in the Hotel. Exceptions are made only for Guide Dogs or for Dogs assisting law enforcement officials while performing their duties.

Photocopying
This is available at Reception.

Purple Sage Restaurant — Ext 405

Breakfast :
Mon — Sat:  7.00am — 10.30 am
Sun:  8.00am — 10.30am

Lunch (Carvery):
Mon — Fri:  12.00noon — 2.30pm
Sat:  Closed for lunch
Sunday:  12.30pm — 3.30pm

Dinner — A la Carte:
Thurs — Fri:  5.45pm — 9.30pm
Sat:  5.45pm — 9.45pm

Refrigerator
If would like to have an item refrigerated please contact Reception on Ext 0.

Room Service - Ext 405
Room Service is available throughout the day ranging from a light snack to a Gourmet meal. To order, please consult the Room Service Menu inside this directory and Dial Ext 405 to place your order.
A delivery charge of €5. is applicable per tray.
Safe’s & Safety Deposit Bags
If your bedroom does not have a Safe, Safety Deposit Bags are available at Reception and are provided at no extra charge. Safe keeping of your valuables is limited by Law. We strongly suggest that you protect your valuables by placing them in a Safe or a Safety Deposit Bag available at the Reception Desk.

Shopping
For Shopping Information please contact Reception on Ext 0.

Smoking Facilities
Our heated outdoor Courtyard Smoking area is available on the Ground floor of the Hotel adjacent to the Carysfort Suite. A Cigarette Vending Machine is located nearby with Tokens available at Reception.
All of our Guest Bedrooms are Non Smoking Bedrooms. Please note that if you chose to smoke in one of our Bedrooms a €100.00 charge will be added to your bill to cover the cost of cleaning.

Taxi
Should you require a Taxi, please contact reception who will order it for you.

Telephone
Please see the page in the directory - Useful Contact Numbers

Turndown Service
Turndown service is available upon request, please contact Reception on Ext 0.

Umbrellas
Umbrellas are available upon request, please contact Reception on Ext 0.

Wake Up Calls
Should you require a personal wake up call, please contact Reception on Ext 0.
Useful Contact Numbers

Reception— Dial 0
Sales, Conference & Banqueting — Dial 517
BRASS Bar & Grill— Dial 531
Purple Sage Restaurant— Dial 405
Duty Manager— Dial 0
Outside Line— Dial 9
Room to Room (82-99) - Dial 3+room number
Room to Room— Dial the 3 digit room number
Emergency Services— Dial 112 or 999

TV Channel Station

1  SKY NEWS
2  RTE Radio 1
3  RTE 2FM
4  CNN
5  CHANNEL 5
6  ITV 4
7  RTE 1
8  RTE 2
9  TV 3
10  BBC2
11  CHANNEL 4
12  BBC1
13  UTV
14  TG4
Room Service Dinner
Served from 5.00pm-9.45pm - Dial 405
Room Service tray charge of €5.00

Starters
Wholesome Soup of the Day
Made with Fresh Seasonal Ingredients
Served with Homemade Brown Soda Bread
A: [7. 12. 14.]

€6

Kilmore Quay Seafood Chowder
With Housemade Soda Bread
A: [4. 6. 9. 10. 11. 12.]

€8

Caesar Salad
Little Gems, Pancetta, Parmesan Shavings, Croutons
Homemade Caesar Dressing

€9

Cajun Chicken
Marinated Black Tiger Prawns
€12.25

A: [2. 4. 6. 7. 10.]

Hot & Spicy Louisiana Chicken Wings
Marinated in Spices & Coated with Hot Sauce
Blue Cheese Dip, Celery Sticks
€8.5

A: [6. 7. 12. 14.]

Mains
Brass Bar Signature Burger
8oz Irish Beef burger, lettuce, crispy bacon,
tomato melted smoked cheddar,
toasted brioche bun & House Fries
A: [4. 6. 7. 14]

€16.50

Beer Battered Fresh Hake
Chunky Tartar Sauce, Chargrilled Lemon,
Pea Puree & House Fries
A: [4. 6. 7. 9. 10. 11.]

€17

Tempura Battered Scampi
Served with grilled chicory, lemon & cucumber
Mayonnaise

€12

AS Main course with House Fries
A: [6. 7. 9. 10. 11]

€19
10oz Chargrilled Irish Sirloin Steak €25
Our Steaks are served with Braised Portobello Mushroom, Roast Tomato & Beer Battered Onion Ring, Choice of House Fries or Mash or Rosti Green Peppercorn Sauce, Red Wine Jus or Garlic Butter
A: [2. 4. 6. 7.]

Margherita
The Classic Italian, Tomato & Basil Infused Sauce, Melted Mozzarella €12
A: [4. 6. 7.]

Buffalo Ranch Pizza
Marinated Chicken, Basil Pesto, Pine Nuts, Mozzarella €15
A: [4. 6. 7. 14.]

Vegan
Wild Mushrooms, Pesto, Walnuts & Goats Cheese €15
A: [4. 6. 7.]

Room Service Sandwiches
Served from 12.30 - 9.45pm

Cajun Chicken Wrap €12
Cajun chicken, cos lettuce, parmesan & garlic aioli in a flour tortilla with House Fries
A: [4.6.7]

Old Favorite Club Sandwich €13.00
Triple Decker Sandwich with Chicken, Bacon, Baby Gem, Tomato, Egg Mayonnaise & House Fries
A: [4.6.7, 14]

CHOICE OF DESSERTS €7.50

TEA / COFFEE €3.20

24 hour room service available

A Selection of freshly cut Sandwiches and Pizzas available after 10pm

Room Service tray charge of €5.00

The 14 Recognized Allergens

<table>
<thead>
<tr>
<th>Peanut</th>
<th>Soya</th>
<th>Tree Nuts</th>
<th>Fish</th>
<th>Crustaceans (Crab, Mussels, Scallops)</th>
<th>Wheat</th>
<th>Molluscs (Oysters, Mussels, Scallops)</th>
<th>Lupin</th>
<th>Celery</th>
<th>Eggs</th>
<th>Mustard</th>
<th>Milk</th>
<th>Sulphates (Preservative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
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</tr>
</tbody>
</table>
24 hour Room Service Available - Dial 0 after 10pm

A Selection of freshly Cut Sandwiches, Pizza and Salads available

Delivery Charge €5

Children’s Menu

Our Full Kid’s Menu is available inside the guest directory
Colouring pencils are available on request

Delivery charge €5

14 Recognised Allergens

PEANUTS—PN  TREE NUTS—TN
SESAME—SE  WHEAT—WH
LUPIN—LP  EGGS—EG
MILK—MK  SOYA—SY
FISH—FH  CELERY—CY
MUSTARD—MD  SULPHITES (preservative) - SP
CRUSTACEANS (Crab, Mussels, Scallops) - CS
Wine List  (delivery charge €5)

WHITE WINE

Paulita Reserva Sauvignon Blanc – Chile  €27.00
A lovely crisp, dry Sauvignon Blanc that is well supported by ripe tropical and citrus fruit flavours.

Babington Brook Chardonnay – Australia  €29.00
A very attractive, pure ripe Chardonnay with notes of pear and apple flavours combined with a crisp acidity and good length.

Ca’Vive Pinot Grigio – Italy  €32.00
A fruity wine with clear aromas of toasted almonds. Lean bodied with a balanced acidity and dry finish.

Domaine Le Verger Chablis – France  €50.00
It is very powerful with a pronounced minerally character that enhances the fruit and fine vegetal flavours.

Morgan Bay Cellars Chardonnay – California  €36.00
Delicious flavours of ripe pear, Meyer lemon and creamy butterscotch. Rich and round with a crisp finish.

RED WINE

Paulita Reserva Cabernet Sauvignon – Chile  €27.00
Dark red colour with subtle aromas of blackcurrants and black cherries with a hint of spice.

Babington Brook Shiraz – Australia  €29.00
Lovely notes of plums and chocolate on the palate with a spicy finish.

Linteo Nero d’Avola – Italy  €30.00
The ‘black’ wine from Avola in Sicily. Lovely black cherries with aromas of ripe
## Wine List (delivery charge €5)

### RED WINE

<table>
<thead>
<tr>
<th>Wine Name</th>
<th>Region</th>
<th>Bottle Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Esteco El Parral Malbec</td>
<td>Argentina</td>
<td>€32.00</td>
</tr>
<tr>
<td>Bodegas Muriel Rioja Crianza</td>
<td>Spain</td>
<td>€32.00</td>
</tr>
<tr>
<td>Château Haut La Grenière, Lussac Saint – Emilion</td>
<td>France</td>
<td>€42.50</td>
</tr>
<tr>
<td>Domaine Laroche La Chevaliere Pinot Noir</td>
<td>France</td>
<td>€36.00</td>
</tr>
</tbody>
</table>

**El Esteco El Parral Malbec – Argentina**
Smoky character with dried fruit, dried flowers and intense spices. A rich, full body that is well structured with refined tannins and fresh acidity.

**Bodegas Muriel Rioja Crianza – Spain**
Lovely; so complex and intriguing, improving through to the finish. A great, classic Rioja.

**Château Haut La Grenière, Lussac Saint – Emilion – France**
Aromas of cassis, blackberry and blackcurrant, this is a full bodied wine with excellent structure and length.

**Domaine Laroche La Chevaliere Pinot Noir – France**
Light-bodied wine, refreshing acidity, offering a slender texture and smooth tannins.

### ITALIAN PROSECCO

<table>
<thead>
<tr>
<th>Wine Name</th>
<th>Region</th>
<th>Bottle Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosecco Vespaioolo Frizzante</td>
<td>Italy</td>
<td>€30.00</td>
</tr>
<tr>
<td>Marca Oro Spumante Prosecco di Valdobbiadene DOCG</td>
<td>Italy</td>
<td>€50.00</td>
</tr>
</tbody>
</table>

**Prosecco Vespaioolo Frizzante – Italy**
A fresh, floral and fruity Prosecco, with rose and peach aromas.

**Marca Oro Spumante Prosecco di Valdobbiadene DOCG – Italy**
Fresh and crisp with loads of citrus, apple skin, mineral and stone fruit with delicate bubbles and a clean zesty finish.

### CHAMPAGNE

<table>
<thead>
<tr>
<th>Wine Name</th>
<th>Region</th>
<th>Bottle Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champagne Taittinger Brut Réserve</td>
<td>France</td>
<td>€85.00</td>
</tr>
</tbody>
</table>

**Champagne Taittinger Brut Réserve - France**
Light and refreshing with hints of brioche and good ripe pear fruits, this is a very tasty Champagne.
Walking / Jogging Routes

Please obey all rules of the road when out walking/jogging/running. Use caution – This route may be missing sidewalks or pedestrian paths.

3km Route

Exit the hotel to your right – at traffic lights turn right at Mount Merrion Avenue – at Grove Avenue turn right - continue straight to Stillorgan Park Rd – Turn right onto N11 – continue straight back to the Talbot Hotel Stillorgan. GREEN marker points indicates start/finish.
Walking / Jogging Routes

7.5km Route
Exit the hotel to your right – at traffic lights turn right at Mount Merrion Avenue – At Frascati Shopping Centre turn right onto Frascati Rd – Continue straight to right turn onto Newtown Park Avenue – Turn Right onto N11 – Continue straight back to the Talbot Hotel Stillorgan.

12km Route
Exit the hotel to your right – continue (2.5km) and turn right onto Nutley Lane – After St Vincent’s Hospital turn right onto Merrion Road – continue straight onto Rock Road and continue straight past Frascati Shopping Centre onto Frascati Rd – Continue straight to right turn onto Newtown Park Avenue – Turn Right onto N11 – Continue straight back to the Talbot Hotel Stillorgan. **GREEN** marker point indicates start/finish point.
Air Conditioning Instructions

There are four modes that can be used on the Air Conditioning units, they are as follows;

Cooling —
Cooling Operations has a symbol of a snow flake.
This is to set the room temperature at your preference cooling comfort.
Please be advised that the temperature setting should not be lower than 19 C.

Dry —
Soft Dry Operations has a symbol of a rain drop.
A very gentle cooling operations, prior to dehumidification. It does not lower the room temperature.
During soft dry operations, the indoor fan operates at low fan speed.

Heat —
Heating Operations has a symbol of a sun.
Heat is obtained from outdoor air to warm up the room.
When the outdoor ambient air temperature falls, the heating capacity of the unit might be reduced.

Fan —
Air Circulation operations has a symbol of a fan symbol or a square with arrows.
When the room temperature reaches the set temperature, operations commences at low airflow volume.
It stops when the room temperature drops to 2 C below the set temperature.
What to do in an Emergency

The Hotel is equipped with a state of the art Fire Detection and Alarm system, which offers our guests the best protection in the event of a fire. Smoke detectors are located throughout the Hotel and in all Guest Bedrooms and public areas. Both Fire instructions and evacuation procedures are displayed on the back of each entry door to the guest room. Please allow a few moments to familiarize yourself with the instructions and read the following.

Fire Alarm Test
The Fire alarm system is tested every Monday at 11am. Please respond to all other alarm activation and follow the emergency procedures displayed on the back of your door. Go to the emergency exits on your floor and know where they are. Count the number of doors you pass from your room to the exit. This will help you find the exits if you evacuate in dark or smoky conditions.

Special Assistance
Should you require any special assistance in the event of an evacuation please advise reception upon arrival.

Fire Extinguishers
The Hotel is protected by handheld extinguishers, which are situated at Fire points and are clearly marked. The location of the nearest fire fighting equipment in your room is clearly indicated on the Fire Evacuation instructions displayed on the back of your door. For your safety and the safety of others please remove all electrical appliances from their sockets when in use. Please report all electrical problems to reception. The hotel is committed to providing all our visitors & guests with a safe environment during their stay with us. The hotel is constantly reviewing its emergency procedures to maintain the highest standard of safety.
Please Read the Following
Emergency Evacuation Procedures

Fire Evacuation

1. **On Discovering a Fire, raise the Alarm, stay Calm.**
   The Alarm can be activated by breaking the glass on any red fire alarm activation point located on the corridor or by dialling Reception at **Ext 0**.

2. **Close all Doors and Windows.**
   Do this to prevent the spread of smoke and fire only if it is safe to do so.

3. **Evacuate all Occupants from the Danger Area.**
   Make sure all occupants of your room are accounted for. If they are in another part of the Hotel, leave by the emergency exit route and report the situation to the Fire Warden at the Assembly point, located to the right of the main entrance as you exit the hotel.

4. **DO Not attempt to fight the Fire.**

5. **DO Not stop to collect any luggage.**

6. **Leave the building by the nearest emergency exit.**
   If the corridor or the emergency stairwells are blocked or full of smoke, return to your room. Close the door and telephone reception informing them of your location. If you encounter smoke, stay on the floor where the most fresh air will be found. If possible put wet sheets and towels around the bottom of the door.

7. **DO Not return for any personal belongings.**

8. **On leaving the Hotel, go straight to the guest assembly point located to the right of the main entrance as you exit the hotel.**
   The quickest route to the assembly point from your emergency exit clearly indicated on the emergency evacuation procedures displayed on the back of your door.