

# Your Event at St. Mellion Estate

Thank you for choosing St. Mellion as your venue.

Please find below some important and useful information to ensure your event runs seamlessly.

## Point of Contact

Your dedicated Event Coordinator will be on hand throughout your event. Please do not hesitate to request support or assistance during the day/evening.

To contact your Event Coordinator during your event, please dial **5014** from your function suite or contact Main Reception on 01579 351351 from a mobile.

## Internet

Complimentary high speed Wi-Fi is available throughout the resort. To access please select 'St Mellion Estate Guest Wi-Fi'.

Should you encounter any problems or restrictions in gaining access to due to your companies use of WIFI in public domains please use the following:

Select your function suite:

WiFi Name	Password
StAustell	StAust3ll-12
StMawes	StMaw3s-12
StCleer	StCle3r-12
StPiran	StPir4n-12
StMellion	Please connect as usual to – St Mellion Estate Guest Wi-Fi

## Function Suite Access

Should your event be taking place in the St Austell or St Mawes Suites – you will be given a key card for direct access.

If your event is taking place in St Mellion Suite or St Piran Suite no key access is required. Should you wish for your function suite to be locked please speak to your Event Coordinator.



## Toilets

St. Mellion Suite - In function suite or main foyer at the top of the stairs

St. Piran Suite - Outside function suite on right hand side

St. Cleer Suite - Main foyer at the top of the stairs

St. Mawes Suite - Ground floor of the hotel. Down main stairs, turn left, toilets on left

St. Austell Suite - Ground floor of the hotel. Down main stairs, turn left, toilets on left

## Security

It is recommended that all personal belongings are kept either locked in the function suite or on your person at all times. Items left in any of our function suites are at the owners risk.

## Accommodation

If you are staying with us as part of your event, check in for the hotel is from 3pm at the main reception. We politely request that prior to this time all luggage is kept in your vehicles, if this is not an option please ask a member of the reception team to pop it in the baggage store.

Check out time is 11am – please check out prior to your event commencing, again we can assist with storing your luggage if required. Please return your room key cards to reception.

## Contactless Payment Venue

St. Mellion Estate operates as a contactless payment venue. Please ensure your colleagues/ guests/ delegates are aware prior to your event.

## Smoking

We operate a no smoking or vaping policy inside the hotel resort premises as per government legislation. We kindly ask you to refrain from smoking in the bedrooms and public areas. There is a designated smoking area outside of the hotel. If you are caught smoking in your guest room a fine of £250 will be applied to your bill.

## Business Administration

We are able to assist with admin requirements including photocopying & printing. Relevant charges apply.

## Additional Items

- |                                 |               |
|---------------------------------|---------------|
| • Flipchart                     | £10           |
| • Clicker                       | £5            |
| • PA System & Microphone        | £30           |
| • Lectern                       | £25           |
| • Photocopying                  | 10p per sheet |
| • Additional Tea/coffee serving | £2.50pp       |



## **Fire Evacuation Procedure**

The fire alarms are tested every Tuesday at 11am – the alarm will sound.

If they sound at any other time or the test goes on longer than 1 minute EVACUATE the building.

### **When the alarm sounds:**

Switch off all electrical items

Gather the delegates in the vicinity together and exit the building, via the nearest fire escape.

Assistance from the hotel will be given.

DO NOT use the lifts

DO NOT stop to collect personal belongings

DO NOT rush and attempt to pass others.

### **Fire Evacuation Assembly Point:**

The assembly points are located in the Main Hotel Car Park – which can be located from several exits near to bedrooms and function suites or Reception, and a second assembly point can be found outside the St Piran Suite using fire escape staircase from external terrace.

Stand with your group in one location. A roll call will take place so please inform the fire marshal if all your delegates are present and correct.

### **If you discover a fire:**

Raise the alarm by operating the nearest fire alarm call point.

Do not attempt to extinguish the fire

Close doors and windows around you and evacuate the building.



## **Fire, Safety & General Regulations**

### **Fire Regulations**

The erection of staging in our function suites is limited by the total occupancy figure for the room as laid down in our Fire Certificate. All such structures should conform with fire and safety standards appertaining to the resort. In this connection, due attention must be given to maintaining free and clear access to all fire escape routes and exits and to ensure that no obstruction takes place which is likely to interfere with any emergency evacuation of the premises. Fire hose and appliance points must be similarly free from any obstruction.

### **Walls and Wall Coverings**

St. Mellion Estate does not allow any clients to fix any paper, posters, flipchart paper etc to any of the walls within any of its meeting rooms as it damages the decor. Should a client wish to be able to display any items around the room the appropriate equipment, such as easels, need to be arranged. Any charges incurred by the Hotel will be passed onto the client.

### **Parking**

We offer plenty of free parking. We have space for larger vehicles such as coaches as well as over 800 car spaces. There are three car parks ~ one opposite the hotel & two either side of the road as you enter the resort. Vehicles are parked at the owner's risk. St. Mellion Estate assumes no liability for vehicles parked within the grounds.

### **Use of Smoke**

The resort has a strict no use of smoke policy in any event.



## **The Health Club**

All hotel & cottage residents are invited to use the Health Club facilities on a complimentary basis. Day delegates are able to access the Health Club at a preferential rate - please speak to your Event Coordinator at the time of booking.

Our superb facilities offer: a state-of-the-art gym including both cardio and resistance equipment, 3 indoor swimming pools (25m training pool, leisure pool, baby pool), steam room, sauna & spa pool and tennis courts.

Opening Hours:

6.30am – 9.00pm (Mon-Fri)

8.00am – 8.00pm (Sat-Sun)

Complimentary towels can be provided when you arrive at Main Reception.

## **The Wellness Spa**

Escape to our Elemis Wellness Spa for a truly memorable experience, relax and unwind where you will discover a carefully selected menu of Elemis spa treatments. Our experienced and qualified spa therapists will ensure you feel completely relaxed and thoroughly spoiled during your Spa experience with us.

Booking is essential. Please book your treatment with Reception / 01579 351351 or online.

Opening Hours:

10am – 6pm Sunday - Thursday ~ 10am – 8pm Friday & Saturday

## **The Golf**

Nicklaus Signature Course & Kernow Resort Course

Pro Shop – stocking a range of top brand names inc. Under Armour, Footjoy & Ralph Lauren, along with a wide selection of St. Mellion branded memorabilia.

Driving Range / Putting Green / Short Game Area (Please head to the Pro Shop prior to use of these activities)

PGA Golf Academy – Lessons available for all ages & abilities

Pro Shop ~ 2001

Golf Information Line ~ 2007 (daily course update)

