ADDINGTON PALACE

SUMNER COTTAGE WELCOME PACK

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SUMNER COTTAGE INVENTORY

SITTING ROOM

1 x LCD TV w/ Stand
1 x TV Remote Control
1 x Glass Dining Table w/ 4 Chairs
1 x Large Coffee Table
1 x King Sized Sofa Bed
2 x Cushions
2 x Side Tables
2 x Lamps
2 x Large Pictures
2 x Planters

KITCHEN

10 x Champagne Flutes
10 x Wine Glasses
10 x Water Glasses
10 x Dinner Plates
10 x Side Plates
10 x Bowls
10 x Dinner Spoons
10 x Forks
10 x Knives
10 x Dessert Spoons
10 x Coffee Cups
1 x Soup Ladle
1 x Serving Spoon
1 x Wooden Spoon
1 x Tongs
2 x Cooking Knives
1 x Bottle Opener
1 x Tin Opener
2 x Tea Towels
3 x Saucepans
2 x Frying Pans
3 x Roasting Tins
2 x Fish Slices
1 x Colander
1 x Ice Bucket
1 x Bin
1 x Microwave
1 x Kettle
1 x Toaster
1 x Drying Rack
1 x Fridge
1 x Dishwasher
1 x Cooker w/ 1 x Baking Tin, 4 x Racks in Oven
1 x Extractor Fan
1 x Fire Blanket

DOWNSTAIRS - ROOM 4

2 x Lamp Stands
2 x Side Tables
1 x Double Bed
2 x Pillows
2 x Cushions
1 x Small Picture
1 x Ironing Board
1 x Iron
1 x Hair Dryer
1 x Vacuum Cleaner

UPPER FLOOR - ROOM 6

2 x Lamp Stands
2 x Side Tables
1 x Double Bed
2 x Pillows
2 x Cushions
1 x Wall Mirror
1 x Large Canvas
1 x Hair Dryer
1 x Dressing Table
1 x Chair

UPPER FLOOR - ROOM 5

2 x Lamp Stands
2 x Side Tables
1 x Double Bed
2 x Pillows
2 x Cushions
1 x Wall Mirror

UPPER FLOOR - ROOM 7

2 x Lamp Stands
2 x Side Tables
1 x Double Bed
2 x Pillows
2 x Cushions
1 x Wall Mirror
2 x Small Canvas Pictures

LOWER FLOOR HALL

1 x Canvas Painting

UPPER FLOOR LANDING

2 x Fire Extinguishers

WELCOME TO SUMNER COTTAGE

Sumner Cottage is named after one of the Archbishops that resided at Addington Palace as his summer retreat, Archbishop John Bird Sumner (1780 – 1862) was one of six Archbishops that used this Palladian Style Grade II* listed Mansion as their somewhat grand summer residence.

The Palace nowadays operates as an exclusive hospitality venue, specialising in Weddings and large events. It is set within 163 acres so whilst you are within a short distance from large local towns and of course the Capital, London, you are a million miles away in terms of tranquillity.

As a guest here, you are welcome to use the facilities within the Country Club at rate of **£25** per person per day, which gives you access to the Fitness Rooms, Changing Facilities, Sauna and Relaxation Room. Please contact club@addington-palace.co.uk or 020 8662 5050 to book. A price list for treatments on offer can be found in this information pack.

Locally, there is plenty to do, and being on the Kent/Surrey borders the property is very accessible to all sorts of locations whatever your preferred past-times may be. Within this guide you will find useful information on places to visit, day trips and local establishments for dining out as well as some useful references to shops and amenities in the vicinity.

We very much hope you enjoy your stay here and that you make the most of all there is to do whilst residing in Sumner Cottage!!

PARKING

To the left side of the entrance to Sumner Cottage, off the main drive, there is allocated parking for up to four cars for residents of Sumner Cottage.

THE PROPERTY

The Communal Lounge is fitted with a small kitchenette which offers an oven, hob, fridge, microwave, kettle, toaster, dishwasher and provision of all crockery, cutlery and glassware.

The Fuse board is located in a high level cupboard in the entrance hallway above the front door towards the door for Sumner should the power trip out.

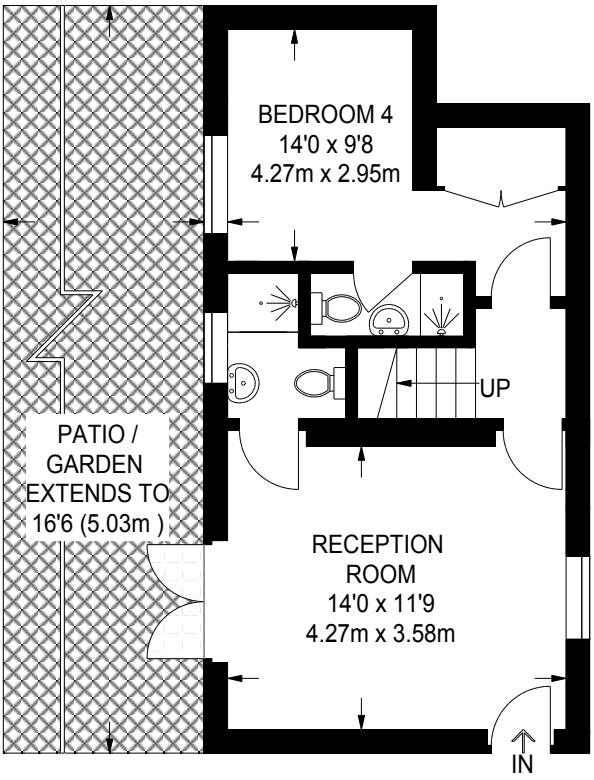
Fresh linen and towels are provided in all rooms on arrival, should however, you require additional linen or towels this can be arranged at an additional charge.

Outside the French Doors in the living room there is a patio area with tables and chairs for your use. This patio is shared with Tait Lodge, the property next door. Please note that pets are not permitted in either the patio or house without prior consent, and subject to an additional security deposit as per the Terms and Conditions of hire.

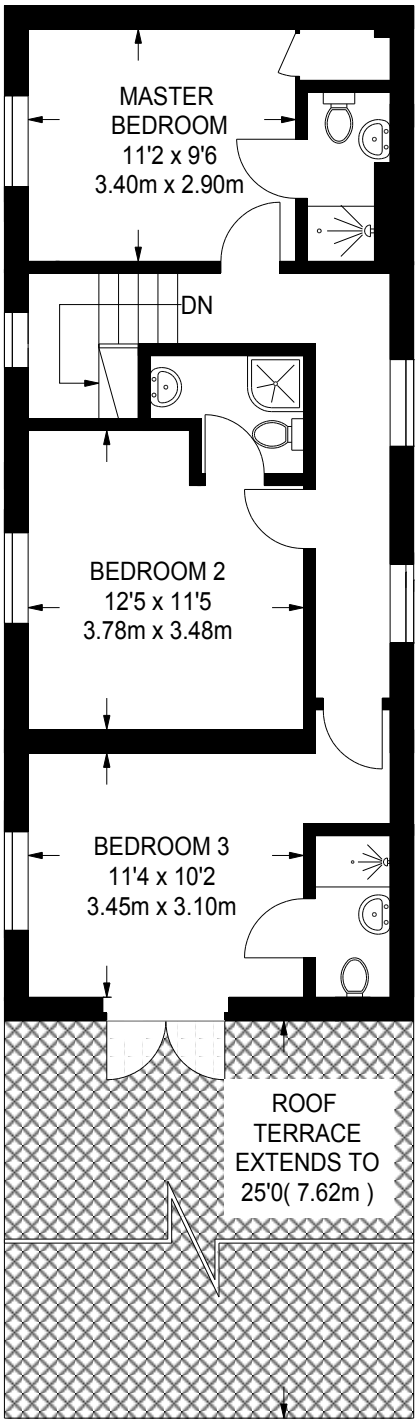
WASTE DISPOSAL

Please dispose of all bagged up domestic waste in the large bin located outside the main door to the property.

SUMNER COTTAGE FLOOR PLAN



GROUND FLOOR
391 SQ FT / 36.3 SQ M



FIRST FLOOR
612 SQ FT / 56.9 SQ M

APPROXIMATE GROSS INTERNAL AREA
1003 SQ FT / 93.2 SQ M

HEATING INSTRUCTIONS

There is a Salus RT300 thermostat located on the living room wall.

To change the temperature at any time press ▲ button to increase or ▼ button to decrease the temperature.

TELEVISION INSTRUCTIONS

- Check that the plug is turned on
- Using the remote control press the on button
- Change channel using the arrows
- Do not change programming, any issues please contact Addington Palace reception

DISHWASHER INSTRUCTIONS

- Open the door
- Put a tablet in the space provided in the door
- Turn on the dishwasher by pressing the button on the left next to "Lamona"
- Then close the door and program will start
- Do not touch or change the programs

MICROWAVE INSTRUCTIONS

- Make sure microwave is switched on at the plug
- Pull Handle to open door, place food inside and close door
- Press the Quick Start/Start button to start microwave
- Turn dial clockwise to increase time
- Please do not put any metallic items in the microwave as this can cause a fire

CLEANING INSTRUCTIONS

The property will be cleaned ready for your arrival, and in accordance with clause number 8 in your Terms and Conditions of hire we expect it to be left in a clean state and as you found it on check out. If you would like to book our cleaning service prior to check out please email the Accommodation Team at Accommodation@addington-palace.co.uk or arrange it at the main reception. We will accommodate this where possible, but we will have more chance to do so with as much prior notice as possible. The charge for our cleaning service is £110. Included in this fee is the cleaning of bathrooms, hoovering and light cleaning of kitchen. This does not include washing the crockery and cutlery, clearing rubbish, general tidying or deep clean of oven if left with exceptional grease or burnt on food debris.

If you would like any additional linen or towels, or for your linen and towels to be cleaned during your stay this can be provided for a charge of £25 per set.

Please be aware there is no washing machine in the property. There is a dry cleaners and Launderette in the Forestdale Parade which is less than 0.5 miles away and easily accessed by car, with ample free parking outside.

Alternatively, you could book a local laundry company to collect any washing such as:

www.epiph-any.com - 016 8984 6053 / 077 6033 4135

www.thoughtfulservices.co.uk - 020 8407 1078.

HEALTH & SAFETY

In the event of an emergency please dial **999**

FIRE EXITS

In the event of a Fire the nearest exits are located at the front door, back door (to garden) and side door (off the master bedroom).

FIRE EXTINGUISHERS

There are fire extinguishers located on the ground floor communal corridor by the main entrance and the first floor landing.

FIRE BLANKETS

There is a fire blanket located in the kitchen.

SMOKE DETECTORS

The house is fitted with smoke detectors.

COUNTRY CLUB SERVICES

The Country Club at Addington Palace offer a wide range of services:

NAIL TREATMENTS

Express Manicure

15 mins - £20

Classic Manicure

40 mins - £35

Deluxe Manicure

55 mins - £45

Express Manicure

15 mins - £25

Classic Manicure

40 mins - £40

Deluxe Manicure

55 mins - £50

Gellux Nail Removal

30 mins - £20

Gellux Nail Manicure

45 mins - £45

Gellux Nail Pedicure

45 mins - £50

TANNING

Full Body Spray Tan

30 mins - £30.00

FACIAL TREATMENTS

Dermalogica Prescriptive Facial

55mins - £60.00

Dermalogica Prescriptive Express Facial

30 mins - £40.00

FLOATATION THERAPY

Floatation Therapy session

55 mins - £55.00

Course of 3 sessions

55 mins each - £150

Course of 6 sessions

55 mins each - £280

Course of 9 sessions

55 mins each - £390

Course of 12 sessions

55 mins each - £480

The Country Club also offer a wide range of waxing services and eye treatments, please enquire or visit www.addington-palace.co.uk/beauty-fitness

Traditional Palace Cream Tea

£20 per person

Add a chilled bottle of prosecco for £25 or a bottle of wine for £20

COUNTRY CLUB SERVICES CONTINUED

The Country Club at Addington Palace offer a wide range of services:

MASSAGES

Swedish Full Body Massage

55 mins - £65.00

Swedish Back, Neck & Shoulder massage

25 mins - £40.00

Swedish Back, Neck, Shoulder & Scalp massage

30 mins - £45.00

Warm Stone Full Body Massage

70 mins - £80.00

Warm Stone Back, Neck & Shoulder massage

25 mins - £50.00

Deep Tissue & Lymphatic Drainage Full Body Massage

55 mins - £70.00

Deep Tissue & Lymphatic Drainage Back Massage

25 mins - £45.00

Total Holistic Full Body Massage

70 mins - £85.00

Indian Head Massage

25 mins - £40.00

BODY TREATMENTS

Dermalogica Body Foliation Therapy

30 mins - £35.00

Dermalogica Salt Scrub Body Therapy

40 mins - £40.00

Dermalogica Power Recovery Therapy

40 mins - £40.00

Dermalogica Mud Massage Therapy

40 mins - £45.00

Organic sweet orange & ground Argon Oil Body Scrub

40 mins - £45.00

Dermalogica Nourishing Sea Mud Therapy

40 mins - £50.00

Soothing Chocolate Self heating Body Wrap

40 mins - £50.00

Thalasso Therapy Algae Slimming Body Wrap

40 mins - £50.00

Fine Gold Anti-Ageing Body Wrap with Champagne

40 mins - £60.00

Stimulating Ginger self-heating Body Wrap

40 mins - £50.00

PAMPER DAY PACKAGES

The Country Club Pamper Day Packages include use of facilities including Gym, sauna and relaxation room, customers receive complimentary use of robes, slippers, towels and locker hire.

PAMPER PACKAGES

Lady of the Manor – £105 per person

50 minutes of treatments

Includes:
Express Dermalogica Facial
Back, neck & shoulder massage

Escape the Duke – £150 per person

(1 Hour 45 minutes of treatments)

Includes:
Dermalogica Prescriptive Facial
Express Manicure
Back, Neck, Shoulder & Scalp Massage

Royal Indulgence – £210 per person

(2 hours 15 minutes of treatments)

Includes:
Express Dermalogica Facial
Fine Anti-Ageing Gold Body Wrap
Total holistic Body & Scalp Massage

Beautiful Bride – £225 per person

(2 hours 55 minutes of treatments)

Includes:
Express Dermalogica Facial
Classic Manicure
Classic Pedicure
Total holistic Body & Scalp Massage

Queen for the Day – £260 per person

(3 Hours 55 minutes of treatments)

Includes:
Dermalogica Prescriptive Facial
Warm Stones Full Body Massage
Luxury Manicure
Luxury Pedicure

GROUP PAMPER PACKAGES

Couples retreat – £155 per person

1 hour 25 minutes of treatments

Includes:
Total Holistic full body massage
Express pedicure
Traditional palace cream tea*

Heavenly Hen's – £165 per person

1 hour 50 minutes of treatments

Includes:
Dermalogica Prescriptive Facial
Classic manicure
Express pedicure
Traditional palace cream tea*

Mother & Daughter Time – £210 per person

1 hour 5 minutes of treatments

Includes:
Swedish Back, neck, Shoulder & Scalp Massage
Express Dermalogica Facial
Express Manicure
Express Pedicure
Traditional Palace Cream tea*

Tip to Toe Family Affair – £215 per person

2 hours 45 minutes of treatments

Includes:
Dermalogica express facial
Dermalogica Salt scrub therapy
Swedish full body Massage
Express Pedicure
Traditional palace cream tea*

*Add a chilled bottle of Prosecco for £25 or a bottle of Wine for £20

LOCAL INFORMATION

CAB COMPANIES

Station Cars	www.stationcars.biz	020 8660 6000	4 Miles
Circuit Cars	www.croydoncircuitcars.co.uk	020 868 04321	3 Miles
RoadRunner Minicabs	www.rrminicabs.com	020 8680 3333	4 Miles
Kendall Cars	www.kendallcars.co.uk	020 8681 3535	4 Miles

DINING & PUBS

Coombe Lodge	www.beefeater.co.uk/steak-restaurant/London/Coombe-Lodge-Croydon.html	020 8686 2030	2 Miles
Harvester	www.harvester.co.uk/thecricketerscroydon	0168 984 2057	1 Miles
Mcdermott's Fish & Chips	www.mcdermottsfishandchips.co.uk	020 8651 1440	1 Miles
The Slug and Lettuce	www.slugandlettuce.co.uk/slug-croydon	020 8686 1033	3 Miles
Planet Spice	www.planet-spice.com/	020 8651 3300	1 Miles
Maddison's	www.madisonsrestaurant.co.uk	020 8460 7544	5 Miles
Albert's Table	www.albertstable.co.uk	020 8680 2010	3 Miles
Bagatti's	www.bagattis.com	020 8686 9649	1 Miles
Sir Julian Huxley	www.jdwetherspoon.co.uk/home/pubs/the-sir-julian-huxley	020 8657 9457	1 Miles
White Bear	www.thewhitebear-fickleshole.com	019 5957 3166	3 Miles

GARDENS

Wakehurst Place	www.nationaltrust.org.uk/wakehurst-place	014 4489 4066	25 Miles
Sheffield Park Gardens	www.nationaltrust.org.uk/sheffield-park-and-garden	018 2579 0231	31 Miles
Nymans	www.nationaltrust.org.uk/nymans	014 4440 5250	30 Miles
Titsey Place	www.titsey.org	012 7371 5356	4 Miles
Golf Courses			
Addington Palace Golf Club	www.addingtonpalacegolf.co.uk	020 8654 3061	On Site
Addington Court Golf Center	www.addingtoncourt-golfclub.co.uk	020 8657 0281	1 Miles
The Addington Golf Club	www.addingtongolf.com	020 8777 1055	1 Miles
Shirley Park Golf Club	www.shirleyparkgolfclub.co.uk	020 8654 1143	3 Miles

KIDS/FAMILY ATTRACTIONS

Thorpe Park	www.thorpepark.com	087 1663 1673	39 Miles
Chessington World of Adventures	www.chessington.com	087 1663 4477	27 Miles
Legoland Windsor	www.legoland.co.uk	087 1222 2001	46 Miles
Madame Tussauds	www.madametussauds.com	087 1894 3000	16 Miles
Godstone Farm	www.godstonefarm.co.uk	018 8374 2546	12 Miles
London Zoo	www.zsl.org/zsl-london-zoo	020 7449 6200	16 Miles
London Dungeon	www.thedungeons.com/london/en	087 1423 2240	13 Miles

SWIMMING POOLS

West Wickham Leisure Centre	www.westwickhamleisurecentre.co.uk	020 8777 5686	2 Miles
Purley Leisure Centre	www.fusion-lifestyle.com	020 8668 7251	4 Miles

HISTORIC HOUSES

Chartwell	www.nationaltrust.org.uk/chartwell	017 3286 8381	12 Miles
Hever Castle	www.hevercastle.co.uk	017 3286 5224	17 Miles
Scotney Castle	www.nationaltrust.org.uk/scotney-castle	018 9289 3820	34 Miles
Knole	www.nationaltrust.org.uk/knole	017 3246 2100	16 Miles
Penshurst Place	www.penshurstplace.com	018 9287 0307	20 Miles
Polesden Lacey	www.nationaltrust.org.uk/polesden-lacey	013 7245 2048	29 Miles
Loseley Park	www.loseleypark.co.uk	014 8340 5112	44 Miles

PARKS

Hyde Park	www.royalparks.org.uk/parks/hyde-park	030 0061 2000	15 Miles
Richmond Park	www.royalparks.org.uk/parks/richmond-park	030 0061 2200	14 Miles
Greenwich Park	www.royalparks.org.uk/parks/greenwich-park	0300 061 2380	11 Miles
Kensington Gardens	www.royalparks.org.uk/parks/kensington-gardens	0300 0612000	14 Miles
Bushy Park	www.royalparks.org.uk/parks/bushy-park	0300 061 2250	20 Miles

SHOPPING CENTRES

Croydon Whitgift Centre	www.thewhitgiftcroydon.co.uk	0208 686 0297	4 Miles
Bromley Intu Centre	www.intu.co.uk/bromley	0208 466 8899	5 Miles
Sutton Times Square Centre	www.timessquareshopping.co.uk	0208 715 9977	8 Miles
Westfield Stratford	www.uk.westfield.com/stratfordcity	0208 221 7300	18 Miles
Westfield Shepherd's Bush	www.uk.westfield.com/london	0203 371 2300	15 Miles

LOCAL SUPERMARKETS

Sainsburys - Warlingham	www.sainsburys.co.uk	018 8362 5036	4 Miles
Tesco - Purley	www.tesco.com	034 5677 9566	4 Miles
Sainsbury's - Selsdon	www.sainsburys.co.uk	020 8657 9397	2 Miles
Waitrose - Sanderstead	www.waitrose.com	020 8916 0757	3 Miles

CONTACT US

If you have any problems or require any further information during your stay please contact:

Addington Palace on 020 8662 5000 or reception@addington-palace.co.uk between the hours of 8am and 8pm

Alternatively, please go to the main reception at the Palace during the above hours.