



Welcome to Lorne

Thank you for booking
Lorne Estate

**The information in this guide will help you
plan your stay at Lorne**

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How to find us

Lorne Estate is easy to get to whether you are travelling by public or private transport



By Air: Fly to Belfast City Airport then Lorne is approximately a 10 minute car journey. Alternatively fly to Belfast International Airport and then Lorne is approximately a 45 minute car journey.

By Bus and Train: There is a bus stop (Top of Station Road) a 5 minute walk away from Lorne and a train stop (Cultra Station) approximately a 20 minute walk away. Plan your journey by visiting www.translink.co.uk.

By Coach or Car: To use Sat Nav to get to Lorne the full address is Lorne Estate, 30 Station Road, Holywood, BT18 0BP.

Please note: There is a railway bridge to pass under as you drive into Lorne. Maximum vehicle size is 11.3ft. Any groups using a larger vehicle can get off before the bridge and walk to Lorne. The vehicle provider/owner must make arrangements to park off-site.





Facilities

Lorne Estate has the following facilities available for use/hire during your stay.

Conference Centre: This room provides a comfortable venue seating up to 120 delegates. A kitchenette with serving hatch adds to the versatility of the room.



Ivy Lodge: This is a beautiful outdoor classroom situated on Glen Road which is suitable for up to 20 delegates. The classroom has a tea and coffee making station and a covered outside decking area.

IT Facilities: We have smart TV's for easy HDMI connection located in Lorne House, the Conference Centre and Ivy Lodge. WiFi is also available in these areas as well as the Ranger Cottage.



Playparks and Junior ZipLine: Lorne has a Rainbow play area and cabin which is suitable for guests aged 4-7. There is also a Brownie Playground which includes a junior zipline and is suitable for guests aged 7-14. It is the responsibility of the group leader to ensure that guests are supervised at all times while using this equipment.



These are free to use by all site users.

Site Shop: A small shop is available on site selling Lorne and Girlguiding Ulster souvenirs and confectionery.

This is opened by request - you can let us know in advance that you would like access or liaise with a member of Lorne staff when you arrive.





Campfire Circle and altar fire places :

We have a large campfire circle available for groups to book which will comfortably sit up to 200 people.

There are smaller altar fire places located across the site which are suitable for group cooking.

These facilities are free of charge however we ask that all fires are cleared away after use. A charge will apply if this is not completed.



Catering

At Lorne, we have catering options to suit all group types and budgets. You can choose to self cater using the well equipped kitchens in every building. Alternatively, you can book catering through us which is delivered by our catering partner.

Self Catering : Each building contains enough equipment to easily cater for the number of participants the building holds. The kitchens include the following:

Access to a fridge and freezer

Oven suitable for building size

Pots, pans and cooking utensils

Crockery, cutlery and glassware

Toasters

Water boiler or kettle

You need to bring: All your food, condiments etc. Washing up liquid, bin bags and tea towels.

Catered: If you choose to have us cater for your group you can relax and enjoy spending time with your group. You will be asked to provide us with any dietary requirements at least 6 weeks in advance of your booking and a menu will be created for you and sent by email.





Outdoor Activities

Lorne Estate has over 15 years experience in delivering adventurous outdoor activities to a wide range of clients including youth organisations, schools and corporate/private groups.

Enhance your experience with us by adding activities to your booking.

We have the following activities on offer:

- | | |
|-----------------|---------------------|
| Archery | Gladiator Challenge |
| Abseil | Team Building |
| Bushcraft | Gorge Walking |
| Climbing | High Ropes |
| Crate Challenge | 200m Zip Line |



All our activities are led by our team of fully qualified outdoor instructors.

Lorne can provide a full programme of activities to suit the needs of your group.

Contact us to discuss your requirements.

Please note: The minimum number required for our activity bookings is 10. All participants (except members of Girlguiding) must complete a medical and consent form.



Weather: The activities we have at Lorne will go ahead in most weathers. In the event of very bad weather we will provide a suitable alternative activity for your group.

Please come prepared with clothing suitable for the time of year, waterproof coats and suitable shoes. **Those participating in climbing activities must wear clothing suitable for harnesses.**

Short shorts/T-shirts and vest tops etc will not be accepted.

Adventuremark: Lorne was awarded the Adventuremark Accreditation for the first time in 2012 and we renew it every 2 years. This involves a rigorous inspection of our activity policies, practices and procedures so you can book us with confidence.





Camping

Lorne Estate has some of the best camping facilities available for groups in NI.

- 1. Unequipped:** If you have all your own equipment you can book our site on an unequipped basis. We will provide you with an area to camp suitable for the size of your group and access to toilets and showers. This option is great for DofE groups and those wanting to keep costs to a minimum.
- 2. Equipped with own tents:** This option is perfect for those who have access to their own tents but want to make use of the excellent camping facilities we have on-site.
- 3. Fully Equipped:** We can provide you with everything you need to camp with your group including lightweight tents.
- 4. Robinson Village :** As well as all the equipment you need to cater for your group, choose to stay in our purpose built wooden pods. There are 8 of them and they sleep 6 each therefore accommodating a total of 48. The minimum number is 16.

The facilities/equipment provided with options 2, 3 and 4 include the following:

Access to a purpose built site hut consisting of a storage and food prep area

Fridge/Freezer

Group catering equipment – pots, pans, basins, water containers and utensils

Water boiler and gas rings (Gas can be provided at an additional charge or you can bring your own)

Tables

Altar fire place and dining shelter

Access to a dry wood supply

You need to bring: Personal camping equipment including roll mat, sleeping bag, dish bag and camping chair. All your food, condiments etc. Washing up liquid, bin bags and tea towels.

We ask that all campsites and facilities are left clean and tidy on departure. All cleaning supplies are provided.





Housekeeping

Bed Linen: We require all guests to bring bed linen for use during their stay at Lorne. We recommend bringing a pillow case, duvet cover (duvet provided) or sleeping bag and a single fitted sheet.

Linen can be hired if required. Please contact us for the current price. This must be booked at least 6 weeks in advance of your stay.

All beds must be stripped on departure. Mattress protectors and waterproof covers should be kept on beds. Hired linen must be separated and placed in the linen baskets provided.

Any mattresses/duvet covers/pillows used without covers will be charged £10 per item for additional cleaning.

Self Catered Groups:

On departure self catered groups are required to complete the following:

1. Remove all personal items and rubbish from rooms as per the waste management policy.
2. Clean and put away all kitchen items used. Remove any leftover items from cupboard and fridges/freezers.
3. Clean kitchen.
4. Hoover rooms and return any furniture to original locations.
5. Clean bathrooms.

All equipment and cleaning products are provided as well as toilet paper and blue roll for all groups.

If you prefer you can pay our additional cleaning charge which covers points 3, 4 & 5.

Please contact us for the current price.

Catered Groups:

On departure catered groups are required to complete the following:

1. Remove all personal items and rubbish from rooms as per the waste management policy.
2. Clean and put away all kitchen items used in group kitchens.

We keep our prices as affordable as possible based on groups adhering to our housekeeping arrangements. Where buildings are left in a poor state a charge to cover additional cleaning will be applied to your booking.





Caring for the environment

We want to care for our beautiful Estate and the wider environment.
Help us keep our carbon footprint as small as possible.



Reduce plastic use and bring your own refillable water bottle

At Lorne you will have access to drinking water using our waterbottle filling stations, access to kitchens and plenty of outdoor taps.

Reduce energy use where possible

Help us reduce our energy consumption by turning lights and appliances off when they are not in use.
Close doors when the weather is cool to keep in heat.



Waste Management Policy

We require all guests staying at Lorne to comply with our waste management policy.

We have placed sorting bins in all buildings across the Estate to allow for easy separating of waste into the following categories:

- Dry Recycling** Paper, cardboard, cans, washed out tins.
- Food Waste** All scraps of food.
- Glass** Washed out bottles and jars.
- General Waste** Anything that cannot be recycled.

Once sorting bins are full and/or on departure, they should be emptied at the main recycling area located in front of the Conference Centre.

Please note: Failure to manage rubbish effectively may result in an additional charge as our waste collector will impose fines for contaminated bins.





Health and Safety

Group Leaders : A Group Leader is a responsible adult (such as a leader, teacher or parent) that is in charge of an activity or the entire group staying at Lorne. Group Leaders are responsible for the discipline and behaviour of their own group while staying on site.

Group leaders are responsible for ensuring our site rules and procedures are followed by their group and will be asked to sign to agree to these when they check in.

Fire Alarm Procedure: On arrival all groups will receive a welcome briefing which will include information regarding fire evacuation procedures. If the fire alarm sounds, it is the group leaders responsibility to lead the group out of the building and to the nearest fire assembly point.

Please do not re-enter the building unless you have been told to do so by the Fire Service or a member of staff. Clients are asked not to touch the fire alarm panels.

Security: It is the responsibility of the group leader to ensure that the building is locked when the group is out and at night. Lorne Estate takes no responsibility for personal property. Gates on Station Road and Glen road must be kept open at all times incase the emergency services need access.

There is a staff on-call system in operation for emergencies, please see the notice boards in your building for this information.

Insurance: Public Liability Insurance is in place for all users of Lorne Estate. Non member groups should have their own Insurance Policy in place for accidents or damage to our facilities.

Risk Assessments: It is the responsibility of each group to undertake their own risk assessments when visiting Lorne. Clients can be assured that all legislation concerning health and safety is up to date. This includes fire risk assessments and extinguisher checks by an external provider as well as internal fire tests and fire drills. Portable appliance testing (PAT), emergency lighting, hardwire electrical testing are carried out on the required schedule. Risk assessments for activities delivered by Lorne Instructors are available on request.





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First Aid: Each group staying in or visiting Lorne is responsible for providing their own first aid arrangements.

All accidents/injuries which happen on-site must be recorded. Please report to the office if an accident occurs.

Alcohol: Alcohol is permitted on-site. It is the responsibility of the Group Leader to ensure alcohol consumption is appropriate and maintain the safety of participants. All site users must be respected and any poor behaviour may result in your group being asked to leave. The full charge will apply.

Child Protection: All staff at Lorne have completed AccessNI checks as part of their recruitment process. In addition, staff also adhere to the Girlguiding Child Protection Policy - A Safe Space.

To discuss your booking
please contact us:

info@girlguidingulster.org.uk
028 9042 5212 extn. 1

