

Hotel Guest Information

To contact Reception or the Night Porter please dial 0.

Alarm/Wake-up Calls

If you would like a wake-up call, please contact Reception by dialling '0' on your in-room telephone.

Breakfast

Our buffet breakfasts will be served between 7.30am and 10am Monday to Friday and between 8am and 10.30am on Saturday and Sunday (please note that at weekends it can be particularly busy between 9am and 9.30am so should you wish for a quieter relaxed breakfast you may prefer to avoid these times)

Bridge Bar & Grill

Our Main Bar will be open every day for drinks from 11am till 10.45pm (last orders). A Light Lunch Menu is available between 12pm and 5pm serving sandwiches and snacks. From 5pm till 8.45pm (last orders) each evening we shall offer a dinner menu which also has children's options. We recommend booking a table for dinner in advance to avoid disappointment. To book, please call Reception.

Cunarder Conservatory Restaurant

If you prefer to dine in the restaurant, this will, subject to availability, be open every day for dinner from 7pm with last orders at 8.45pm. During school holiday times, it will open from 6pm. We shall offer a seasonally inspired menu and tables may be booked by contacting Reception. As a courtesy to other diners, we request that smart casual wear (i.e., not shorts, vests, tracksuits etc.) is worn in the Cunarder Conservatory Restaurant for dinner. The Bridge Bar and Grill is more relaxed.

Bathmats

There is always a danger of slipping in the bath and hurting yourself. If you require a non-slip rubber bathmat, please contact Reception by dialling '0' on your in-room telephone.

Bedrooms

During your stay, your room will be serviced daily unless you tell Reception that you would prefer our Housekeeping team not to do so. Apartments are not serviced daily.

Check-In

Hotel bedroom guest's check-in time is from 3pm. The Apartments check-in time is 4pm.

Check-Out

Rooms must be vacated no later than 11am on the day of departure please. A link so you can check out securely online will be sent to you prior to your departure. Failure to leave your room by this time incurs significant extra costs so may result in a late check-out charge of £20 per hour.

Please leave plenty of time to check out and please do not forget to leave your room key(s) in the box provided at Reception.

If you did not book directly with the hotel but require a copy of your bill, you will need to supply an email address to the Reception team.

Cots

*Cots are available for hire at a charge of **£6.00** per day, though cot linen is not provided.*

Complaints or Problems

We try our best to help you enjoy your stay and we welcome feedback at the Riviera be it good or bad. If you are unhappy with anything, please contact Reception and ask for the Duty Manager. We will always do our best to rectify any problems at the time.

Dentist/Doctor

If you require a Doctor or Dentist, we recommend using the 111 service for advice or to book an appointment if necessary

Email/Photocopying Service

Photocopying is available at Reception and is charged at £1 per page. Free Wi-Fi is available around the Hotel (see Internet below)

Emergency

Fire – please do read the instructions on the back of your bedroom door and familiarise yourself with the escape routes. If you hear the fire alarm, please proceed calmly along the escape route. The alarm is tested every Monday morning at 11am for a few seconds.

To contact the Hotel Reception or Night Porter, dial 0 on the phone in your room.

Medical – Please dial 0 to contact Reception or the Night Porter.

Fans

Fans are available for you to use in all guest wardrobes.

Games Room

Our games rooms will be open with Pool, Air Hockey, and Ping-Pong tables available for use.

Garden

Our garden is situated between the Hotel and Holiday Apartments for guests to enjoy. We regret that, for health and safety reasons, dogs and glassware are not permitted in the garden.

Gratuities

If you wish to reward an individual member of staff for the service, they have given you, please feel free to do so. If you wish to reward the whole team of staff including those who work behind the scenes, we operate a “tronc” system and the total amount of all gratuities is shared amongst all the staff every six months. You can ask for a tip to be placed on your final bill.

Green Ambitions

We only buy green electricity, and we are working with the Carbon Trust to reduce our energy consumption. We would be most grateful if you would take note of the requests on the sign in your bathroom.

Heating

The Hotel has central heating throughout which is on seasonally at intervals throughout the day and night. Should you require an additional heater this can be provided. Please ask Reception.

Hospitality Tray

In your room, you will find a Hospitality tray with a supply of tea and coffee. If you would like additional supplies, please contact Reception by dialling ‘0’ on your in-room telephone.

Iron and Ironing Board

These can be delivered to your room - please ask Reception. Please inform Reception when you have finished so that others may use this facility.

Key Cards

Please always carry your key card with you. You will be required to produce the card to obtain your keys from Reception and to gain entry to the Hotel between 11.00pm and 7.00am.

Laundry/Dry Cleaning

If you require any clothing to be dry cleaned or laundered, please place the items in the bag provided in the chest of drawers. Fill in the form in the front of this folder and leave with Reception. If this is done before 9.00am, the clothes will be returned on the same day. Reception can advise prices.

Leisure Club

The Leisure Club will open from 7.00am to 9.00pm every day except Sunday when it closes at 8.00pm for deep cleaning. The pool is not supervised.

Swimming Pool and Spa Bath

- *We are limiting numbers of people in the swimming pool area (which includes the spa bath) and 45-minute bookings can be made daily with Reception.*
- *We do request that Hotel towels are not removed from the bedrooms. Towels for use in the Leisure Club are available from Reception when you go there to collect your entry code and must be put in the Leisure Club towel bins after use.*
- *Just before your time slot, please go to Reception to sign in and be given your entry code to the Leisure Club – ideally having first showered and changed in your room so arriving “swim-ready” to maximise your time in the pool.*
- *Reception can advise the quieter times for swimming if required.*
- *The changing rooms and toilets in the Leisure Club and pool area will be open.*
- *Gels, creams, and lotions which are not washed off before swimming, damage the water safety measures and may result in closure of the pool for a considerable time so we do request that you shower before using the pool or spa bath.*
- *Please note that there are no Lifeguards. There is a printed copy of the Terms and Conditions in the lobby of the Leisure Club and by using the Leisure facilities, you acknowledge that you have read and accepted our terms and conditions and agreed to abide by them for yourself and your party.*

Due to expected demand, we regret that the booking of the facilities will be on a first come first served basis from 5pm daily for the following day and cannot be guaranteed if demand is high. We request that you and your party will kindly leave the pool when your timeslot finishes so that the area can be ready for the next guests.

Leisure Club activities incur an element of risk to health. Please never swim alone and please look out for the safety of others, noting the location of the emergency telephones and other aids before you swim or use the gym.

The Hotel does not take any responsibility for guests who do not sign in at reception, accept our terms and conditions and abide by the safety rules. Guests use the Leisure Club entirely at their own risk. Children under the age of 16 must always be accompanied by an adult (over the age of 18 and a competent adult swimmer) in all areas of the leisure facilities.

Guests on medication or who have a history of heart or breathing problems should refrain from using the spa bath. Children under 16 may not use the spa bath at all.

Gym

The gym will be available for use separately from the pool but must be pre-booked with Reception. Please go to Reception for a separate entry code for your time slot.

We request that any equipment which you use should be wiped down by you - both before and after use - with the sanitiser provided.

Local Attractions

Our local Council, BCP, offers ideas at <https://www.bournemouth.co.uk/ideas-and-inspiration/itineraries> There is also a description and map of four short walks from the hotel on our website at [Walking & Hiking in Bournemouth | Riviera Hotel Bournemouth \(rivierabournemouth.co.uk\)](http://Walking & Hiking in Bournemouth | Riviera Hotel Bournemouth (rivierabournemouth.co.uk)) Reception can print you a copy.

If you require other information or ideas, Reception will be delighted to help you.

Maintenance

The Housekeepers will have checked your room before your arrival. However, should they have missed any maintenance item kindly inform Reception.

Messages

Messages received for you will be placed under your door.

Newspapers

If you would like a newspaper delivered to your room, please order this with Reception by dialling '0' on your room telephone before 9pm for the next day.

No smoking

Please note that the Hotel and Holiday Apartments are non-smoking throughout. A smoking shelter is provided outside the lift lobby on the Hotel's lower ground floor. A fumigation charge of £100.00 plus VAT will be added to accounts where there is evidence of smoking or vaping (E-Cigarettes) in bedrooms or bathrooms. Please do not plug in e-cigarette chargers due to the risk of explosion.

Parking

Marked parking spaces are available at the front, side and rear of the hotel and are free to use as available. Please do not park on the forecourts of neighbouring properties. We also have 2 spaces allocated for guests who wish to charge electric vehicles, please ask Reception for more details.

Partially Sighted

Should you require help reading our menus please ask a member of staff who will gladly assist.

Room Keys

We ask you not to take the keys off the key fob. If you should lose your room key, a charge of £50.00 will be made for a replacement. If you take the key home with you by mistake, please post it to us in an envelope.

Safe Deposit

The Hotel does not accept responsibility for valuable items left in bedrooms or elsewhere on hotel or apartments premises so if you have any valuables that you wish to place in the Hotel Safe, please contact Reception who will issue you with a receipt. You will need to produce the receipt to retrieve your goods.

Shaver Point

This is situated on the right hand-side of the strip light above the sink

Shower Curtain

Please always ensure that you place the shower curtain inside the bath, as this will prevent flooding of the floor and the rooms below.

Special Offers

We often run Special Offers on hotel meals, repeat stays, reviews, etc. and for bookings made directly with us (rather than through an online agent) Please check with Reception for current offers and give us your email address for future info.

Tap Water

Hotel Accommodation

The cold water taps in your bathroom hand basin provide you with softened cold drinking water. This is safe to drink but does contain a small level of sodium (salt). If you prefer unsoftened water e.g., for babies or pregnant women, a jug of unsoftened mains-fed water is available on request from Reception.

Apartments Accommodation

Kitchen and Bathroom cold water supply is mains-fed drinking water.

Lodge Accommodation

Bathroom cold water supply is mains-fed drinking water.

Taxi

Reception is happy to book a taxi for you. PRC Streamline Taxis do have six and eight-seater cars available as well as wheelchair-accessible cars. These do need to be booked in advance.

Telephone

To contact Reception dial 0.

For an outside line dial 9, wait for the dialling tone and then dial the number you require. Telephone charges are displayed on the telephones.

To call a ground floor bedroom in the Hotel dial 40 followed by a two-digit room number. E.g., to call room 3 dial 4003. For any room on the first and second floor, dial 4 then the room number.

To call an Apartment dial 43 followed by the apartment number.

Television and Radio

Freeview Digital Channels are provided in all bedrooms and apartments. Please ensure that the wall switch is on. An on-screen guide to available channels can be seen by pressing the 'Guide' button on your remote control.

Trip Advisor

We hope you will be able to enjoy your stay with us and, if you have any problems or concerns, we want to solve them to your satisfaction. If at any time you have any concerns - or suggestions as to how we may further improve our service - please talk to Joe Young, the Hotel General Manager or email him at manager@rivierabournemouth.co.uk

If you think we are succeeding in our efforts to give you a great time, we'd appreciate it if you have time to leave a review on Trip Advisor.

Wi-Fi

*Free Wi-Fi is provided throughout the Hotel and Apartments. The code is **bookdirect!** (all one word and all lowercase) Please ensure that your computer and personal details are protected as we cannot accept responsibility for any third-party acts.*