

Château de la Biste.

House Book for Château de La Biste

2008

Château de la Biste.

Activities

There are a number of activities available in the area including golf (courses at Chateau de Pallanne, between Marciac and Tillac, and at Auch, Eauze and Pau), horse riding, swimming and tennis. You will find three sets of golf clubs in the cellars.... Please use them if you wish. There is a gym (Club Acunca) in Tourdun with a reasonable range of equipment. In addition to the pool at the chateau, most towns have municipal swimming pools with a range of water features / play activities. The best water park is at Mirande. There are also lakes with man-made beaches at Plaisance, Aignan (nice scenery and walking) and Lupiac (our favourite - best beach and cleanest water). At Plaisance, there is a Crazy golf course. Most children's activities are only open in July and August.

Air-Conditioning

The air-conditioning is centrally operated with pre-set automated times for operation. It is available from June to September throughout the day (8.00am to 10.00pm), but goes off at night as the central cooling unit is somewhat noisy. The rooms with air-conditioning are the big lounge, the snooker room, the library, the master bedroom, and the front bedroom next to the master bedroom. The units are dual purpose, for central heating and air-conditioning. The units in the master bathroom and the back bedroom are single purpose only, for central heating. When you have air-conditioning in the front rooms, the units in the back rooms will circulate "uncooled" air. Each room with an air-conditioning unit has a wall-mounted set of controls for turning the unit on/off for that particular room, 1 for "on", 0 for "off", and for setting the speed of the fan circulating air.

Please ensure all are turned off at point of leaving the property.

Babysitting Service

Please contact the caretaker, phone no. available when at chateau, who should be able to arrange a babysitter given sufficient notice.

All charges for babysitting should be paid directly to the babysitter by the house guests.

Bed Linen / House Towels

We provide bed linen and white towels for use in the house and coloured swimming towels for use outside the house, on sun-loungers, chairs or near the pool. PLEASE DO NOT TAKE OUTSIDE the bed linen or towels provided for use in the house.

Should you require more linen or towels, please contact the caretaker. There will be a charge for delivering and laundering additional linen and towels.

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Books

We have a large number of books in the house in a variety of places. These books are available for reading by house guests. *Please return them to the shelves when you are finished. Should you take any away by accident at the end of your stay, please return.*

Breakages

Should you break anything during your stay, please contact the caretaker and/or leave a note.

Burglar Alarm

Details available to those staying at the chateau when in residence.

Caretaker

The caretaker for the property is happy to answer any queries. Her phone no is available to visitors staying at the chateau. Should you require her to come out to the property during your stay for any reason, there will be a callout fee of 15 euros, plus 15 euros per hour for handling any request, including extra cleaning. *All charges other than that for babysitting will be deducted from the deposit. Babysitting charges should be paid directly to the babysitter.*

CD Players / Ghetto Blasters

There is a CD/tape/radio player in the lounge and a tape player / radio in the breakfast room. A few CD's (opera and classical) are also available, stored under the CD player in the lounge. These are available for house guests to use.

Please return to the drawer when you have finished using them.

Central Heating

The central heating works from a central preset set of controls which are set to operate according to external and internal temperatures, separately for each of summer and winter. There should be no requirement for house guests to touch these. Should any problems arise, please contact the caretaker. If renting the property in winter, see more detailed note at the back of this folder.

Children's Inside Toys / Play Area

Toys in the house are available for house guests' use.

Please return all toys to shelves in a tidy state for the next house guests' usage when finishing your holiday.

Children's Outside Toys /Pool Toys

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Pool and outside toys are kept in the storage room in the basement. This room can be accessed either by going down the stairs in the laundry or, using the keys provided, via the external basement door and grille under the front door of the property. Please ensure the door and grille is kept locked.

Please return all toys to this room ready for the next house guests' use when finishing your holiday.

Cleaning Equipment Provided

Some cleaning equipment (broom, dustpan and brush, mop, bucket etc), can be found either in the kitchen pantry or in the laundry. Washing up liquid and dishwasher tablets are provided in the kitchen, on the terrace and in the laundry. Toilet paper, cleaner and brushes are provided.

Cleaning Services

The house, terrace and studio are cleaned every Saturday, including the middle Saturday of two week rentals. This starts at 10 am and takes between 6 and 7 hours. Should you require cleaning over and above this, please contact the caretaker. There will be a charge for additional cleaning.

Clothes Drying /Tumble Dryer

A clothes drying line and pegs are outside by the swings. This is usually sufficient for drying clothes, especially in summer. However, a tumble dryer is also provided in the laundry. A manual outlining its use is provided in the front hall sideboard. We would ask you to use the drying line by preference.

Damage to Property

Should you damage anything during your stay, please contact the caretaker and/or leave a note. The cost of repair for all damage found will be deducted from your deposit.

Dentist

There is an English dentist in Maubourguet :
John Antony Walter, 88 rue Jaffre, 65700 ph no: 05 62 96 31 75

Departure

When leaving at the end of your stay, please use the "Departure Checklist" as a guide to leaving the property ready for cleaning for the next guests.

Your help in leaving the property tidy is greatly appreciated and essential to ensuring the property is clean and ready for the next house guests' arrival.

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The cost of any time spent tidying up that the cleaning staff have to undertake in addition to cleaning will be deducted from the deposit. This will be charged at 15 euros per hour per cleaner.

Finally, after ensuring all other external doors are locked and windows closed, turn the burglar alarm on and exit through the back door, locking it and leaving the key in the outside toilet, where you originally found it. All remaining keys should be left in the brown bowl on the sideboard in the front hall.

Doctor

There is a doctor in Marciac who speaks a little English. His name is Dr Patrick RAYNAL and his phone numbers are:

SURGERY 0562 09 39 22
EMERGENCY 0562 09 34 71

If you have an emergency, he is happy to make home visits and knows the way to this property.

Ambulances in France are operated by private companies. The local firm in Marciac (also the taxi company) is Berge (phone no. 05 62 09 38 05).

Drinks Fridge / Freezer

A fridge/freezer is provided just outside the kitchen. This fridge/freezer is in addition to cold storage facilities within the kitchen.

Electric Fans

Electric fans are provided in each of the bedrooms on the "new" side of the house. Manuals for their use are in drawers of the sideboard in the front hall. No electric fans are provided in the "old" part of the house as there is air-conditioning available here.

Electrics / Fuse Box / Light Bulbs

There are three points at which fuse boxes can be found on the property, one for the studio, two for the main house and the terrace. Should there be a fuse failure, please contact the caretaker who will assist you.

Electric bulbs for the lights are stored in the overhead cupboards in the laundry should these be required during your stay.

Excursions

The local area has many places of interest to explore, including walks in the Pyrenees (we recommend Gavarnie and Pont d'Espagne), visits to the seaside (Biarritz, St Jean de Luz) and many small towns with weekly markets and country restaurants. In addition, the property is close to Pau, Auch, Tarbes and Lourdes, all towns of historical note. Of

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immediate note is the jazz festival in Marciac, described in a section below. A number of guide books are available on the property, together with maps, for house guests to plan excursions. A separate section is provided below covering Vineyards and Wine tasting.

Fireplace / Firewood Supplies

During the summer months (June to September inclusive), the fireplace in the library is not available and the chimney trap door is shut to keep draughts and insects out. During the rest of the year, the fireplace is available. Firewood supplies can be found in the wood shed under the house. This is accessed from the back of the house and is under the breakfast room. Keys will be left for house guests' use outside the summer season. Please ensure the doors to the firewood area are kept locked when not in use for safety reasons. The chimney trap door must be opened before lighting a fire.

Fire Extinguishers/ Smoke Alarms/Fire Blanket

Four fire extinguishers have been positioned in the following locations:

- Each of the upstairs hallways;
- In the kitchen pantry;
- In the front hall, by the door.

Smoke alarms are positioned in the stair wells and in the studio.

The fire blanket is on the inside of the door to the pantry by the cooker in the kitchen. The phone number for the local fire service (Sapeurs Pompiers) is 05 62 09 36 44.

Games

A variety of indoor board games are available for the use of house guests. These are stored in the tall cupboard in the snooker room. *Please return all games when play is completed.*

Gardening/Gardener

The gardener is usually be on the property once each week, but may need to come on other days, particularly in very dry spells to do additional watering.

Hot Water System

There are two hot water tanks in the main house and a third servicing the studio. These are automatically filled and kept hot. If, for any reason, house guests feel hot water is insufficient, please contact the caretaker to discuss the problem.

Iron

An iron is in the laundry and the associated manual is in the front hall sideboard.

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Jacuzzi Maintenance Service

For maintenance of the Jacuzzi, see "Swimming Pool Maintenance".

Jacuzzi Use, Features and Care

Use of the Jacuzzi is entirely at the discretion of house guests. The property owners accept no responsibility for its use.

Please observe the following:

- Do not allow children to use the Jacuzzi without adult supervision;
- After use, please top up the water to the level marked on the skimmer;
- After use, please re-cover the Jacuzzi with its lid, both to keep the heat in and for safety reasons;
- There are four buttons on the Jacuzzi. The first and fourth from the left operate water and air jets. The other two have no function.

Jazz Festival

An annual jazz festival is held in Marciac during the first two weeks of August. This jazz festival is one of the largest in France and attracts many extremely well-known names in the field of jazz. The town can swell from 1500 to between 10000 and 15000 people at this time.

Kitchen Equipment

The manuals for kitchen equipment are kept in the drawers of the sideboard in the front hall. The following points are ones not in the manuals:

Cooker / Extractor Fan

The cooker has gas and electric ovens / rings. The tap to turn off the gas is located inside the cupboard to the left of the cooker. In the rare event that you should you run out of gas, please contact the caretaker. The gas rings need to be lit with a match. The extractor fan switch is inside the kitchen pantry to the left at shoulder height.

Dish Washer

To operate the dish-washer, first press AND HOLD DOWN the required program button, then the start button on the far right immediately afterward. Listen for a click sound, release the two buttons and shut the door firmly. There will be a delay of one or two minutes before the machine begins. If the sequence does not give the desired results, turn the machine off by pressing the start button again, wait a few minutes, then try again.

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When the machine is finished, please turn it off (by pressing the start button) before unloading it. Washing cycles are fairly long and are complete when a buzzer sounds. Allow about an hour for drying to complete before opening the door. Please rinse dishes before putting them into the dishwasher, to reduce the number of times the filter needs cleaning

Please ensure that no-one leans on the door when it is open and especially when fully open. All controls are in the door and any damage will break the machine.

Freezer

There is freezer space in the fridge/freezer just outside the kitchen.

Micro-wave Machines

There is one in the kitchen pantry.

Refrigerator

This is located in the breakfast room pantry and ideal for items needed for breakfast.

Tea-Towels / Washing up Liquid

Bottles of washing up liquid will be left by each sink. Tea-towels will be left out. More can be found in one of the kitchen drawers.

Walk-In Larder Fridge

Ideal storage for all foods, especially bottles and packets opened. As the temperature is higher than that for a fridge, the WILF is not ideal for keeping food for more than a few days.

Please ensure you consciously close the door as it is extremely heavy and is not self-closing..... a great deal of cooling will be lost and the cooling equipment eventually damaged if this request is not observed.

Lawn Mowing Service

The lawn mowing is done by ERIC CRETIEU. He will come every week or two to do this job. Timing depends on his other work and the weather. He normally completes the mowing in about two hours.

Local Area Maps/Books

Local area maps are provided and stored in the drawers of the sideboard in the front hall. Books can be found on top of the sideboard.

Local Wildlife

We have a variety of wildlife around us including red squirrels, small lizards and occasionally deer in the garden and many birds of prey. We have not seen any snakes in over ten years on the property. However, if you go walking in the woods around the property, it is

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advisable to wear stout shoes, so they can hear you coming and move out of your way.

All food must be stored either in one of the fridges, or in plastic / glass containers with lids. Food left open and unattended for long or crumbs on surfaces may attract mice into the house. Please do not leave food or crumbs out for long.

Manuals for use of Equipment

Manuals for most of the major equipment in the house, such as cooker, washing machine, etc are stored in the drawers of the sideboard in the front hall.

Pets

Pets are welcome to stay with house guests, albeit entirely at the responsibility of house guests. A cat flap is provided with opening and closing handle in the kitchen door.

Any mess created by them must be cleared up by the house guests.

Police

The nearest Gendarmerie is in Marciac (telephone no 05 62 09 38 17).

The police sometimes visit the property to check that everything is as expected. In very dry spells, they occasionally use the terrace to look for fires in the countryside.

Power Cuts

Being in a very rural part of France, we do get very occasional power cuts, usually in winter in very cold spells, or if the weather is very stormy. Power is normally restored quite quickly. There are candles and matches kept on top of the walk in larder fridge, reachable from the breakfast room side. A torch is kept in the laundry. One of the ovens on the cooker plus four of the rings are gas and are therefore operational during power cuts, as is the BBQ on the terrace.

Restaurants

There are three main restaurants in Marciac

- La Petite Auberge 05 62 09 31 33 in the square and very good, both in terms of food and patience with having children present;
- Le Coin Gourmand 05 62 09 38 74 just off the square and also very good though somewhat more elaborate than Petite Auberge;
- La Peniche 05 62 09 38 46 on the boat at the edge of the lake, and also good. Popular with children as there are dogs and a parrot within the restaurant, and ducks and fish outside.

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The other towns nearby (eg Maubourguet, Mirande and Plaisance) each have a number of restaurants as do most of the smaller villages around the property eg Bassoues, Beaumarches, Tillac, Termes d'Armagnac, Villecomtal). Please leave details of particularly good (or bad!) ones for subsequent visitors.

The Relais du Bastidou (05 62 69 19 94) is very good but must be pre-booked, as they only buy sufficient fresh produce each day for the number of bookings they have. It is located near Beaumarches and is signed from the Marciac to Plaisance road.

Rubbish Disposal / Local Tip

The nearest rubbish disposal area is in Tourdun. Drive back up the drive and lane, turning left at the "main" road. The disposal area is on the right at the top of the hill.

Sauna

The sauna is situated in the bathroom of the studio. It needs to be turned on about three quarters of an hour before usage. The switch for this is the left hand switch under the box of coals. Turn the switch clockwise to just before "three o'clock" and this turns on the sauna. On completion, please turn the switch anti-clockwise till it clicks. This then indicates the sauna has been turned off.

Do not let children use the sauna or be near it without adult supervision. A key is provided to lock the bathroom door as well as one to lock the studio to ensure children do not enter the sauna by accident.

Security When Leaving Property Unattended

Details are available to visitors staying at the chateau.

Septic Tank

The property has its own septic tanks servicing the toilets on the property. They are NOT capable of processing any products which do not emanate naturally from one's body. Please do not flush anything down the toilets as this will result in the system being blocked and everyone being incommoded!

Only French toilet paper should be used.

Shops / Supermarkets

In, or just off Marciac square, there are two bread shops, a butcher and one small supermarket - "Huit a Huit" (actually open 8.30am to 12.30 and then again 3.00pm to 7.30pm six days a week plus Sunday mornings). There is also a newsagent where non-French papers can be bought, three estate agents, clothes shops and furniture showrooms (there are 2 furniture manufacturers in Marciac).

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There is a local weekly market in Marciac each Wednesday morning and one in Mirande on Monday mornings. Other towns have them on other days of the week.

There are medium-sized supermarkets in Maubourguet (Super U with good fish counter), Plaisance, Mirande and Barcelonne-du-Gers (E-Leclerc). A new Super U is due to open just outside Marciac (road to Mirande) during 2008. The nearest very large supermarkets are Carrefour in Auch (this side of town), E-Leclerc in Auch (far side of town in Zone de Clarac, off road to Agen) and Leclerc in Tarbes (on main road from Rabastens to Tarbes).

For non-food shopping, the nicest towns nearby are Pau and Mont-de-Marsan (both an hours' drive).

Shower in Master Bedroom

When finished showering, please open the window for a while to help the room to dry out.

Snooker - Use of Table

The snooker table and equipment are available to adult house guests only. Please take care when removing the table top, not to damage the wood. Special table top supports are provided at the back of the snooker room for resting the tops on when playing a game. The table top **MUST** be replaced when the table is not actually in use.

The table is not available for children to use.

Snooker - Equipment Provided

The snooker equipment is for use by house guests, entirely at their own responsibility. Cues are in the racks on the wall. Balls for pool and snooker and cue chalk are provided in the cabinet in the snooker room.

Sun-Loungers / Chairs / Cushions

Sun loungers, chairs and tables are kept on the terrace or by the pool. One table and some chairs are also kept on the back terrace outside the kitchen. Cushions for use with loungers and chairs are kept in the basement, in the storage room. Please help yourselves and return all equipment before the end of your stay.

Swimming Pool - Maintenance Service

This, together with maintenance of the Jacuzzi, is carried out by DENNIS TREBOSC. He comes in on a weekly basis to clean both pools and top up with chemicals. Timing depends on his other commitments.

Swimming Pool - Use of and Safety

Use of the swimming pool is at the discretion of house guests. The property owners accept no responsibility for use of the pool.

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Please observe the following points:

- Do not allow children to be in the pool area without adult supervision;
- Keep the gate into the pool area shut;
- No diving into the pool or running around the edge is allowed;
- Do not take breakable glasses into the pool area; (plastic ones are provided in cupboards on the terrace)
- If the water drops below halfway down the skimmers, please top up using the nearby tap and hose;

This is important to prevent air getting into the pump that circulates the pool water through the filtration system.

- Please put the solar cover on the pool at the end of each day;

For your information, the pool is about 7ft 6ins deep at the deep end and about 2ft 6ins at the shallow end. The pool heating is set to maintain the pool temperature at 26 degrees centigrade. The switch for the underwater lights is located in the basement outside the boiler room door (first cellar on left), on the wall next to the big fuse box.

Swings

Swings are available in the garden.

Table Tennis - Equipment Provided

Bats and balls are provided by the table tennis table in the basement.

Telephone Equipment

The telephone is by the dining table in the big lounge.

House guests are able to receive incoming calls on 05 62 08 21 69 and make outward local area calls to fixed line numbers (not mobiles).

Terrace BBQ

Charcoal for the BBQ can be bought at Huit a Huit in Marciac and other supermarkets.

Toilets - Paper Supplies

Additional toilet paper is kept in the laundry and can be purchased at Huit a Huit.

Vet

There is a vet in Marciac to be found on the last street to the right just before entering the square, when approaching Marciac from the property. His name is Michel BRUN and his phone no is 0562 09 31 90.

Video Machine in Play Area

There is a SONY combined TV/Video machine in the children's play area in the big lounge. It is not tuned to French TV channels and can only be

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used for playing videos. There is no remote control available either. There are controls on the front of the set. In addition to the standby on/off button on the front left, there is also an on/off button on the side of the set (right hand side). Check this if the set does not turn on from the front.

Video/TV/DVD in Library

There is a Sony TV and a Samsung combined DVD/Video machine. There are remote controls for both machines.

The TV channels are tuned as follows:

0, 1 & 7:	Canal Plus (not viewable as we have no decoder)
2	France 2
3 & 6	France 3
4	France 1
5	France 5

The videos and DVD's playback on TV channel 91 (press -/ on TV remote and then 9 and 1). Choose between DVD and video by pressing the DVD or VCR buttons under the word VIEW on the DVD/video remote control. The rest of the functions on the two remote controls are straightforward. If no DVD or video is being played, the TV programs can be viewed on channel 91 (and picture quality is better than when viewed directly on the TV channel), in which case they appear as follows:

1	:	France 1
2	:	France 2
3 & 4	:	France 3
5	:	Canal Plus (not viewable)
6	:	M6
7	:	BLANK
8	:	France 5

Washing Machine

A washing machine is provided for the use of house guests, together with a small amount of washing powder. Please ensure no tissues, metal or stone items are put into the machine. Please do not let children near the controls.

Vineyards and Wine tasting

There are a number of wine-producing areas in the region:

- Madiran (red)
- Pacherenc du Vic Bilh (dry and sweet whites)
- Cotes de Saint Mont (red and white)
- Cotes de Gascogne (mainly white)

The main red wine grape in the region is the tannat. This, as the name suggests, is a very tannic grape which makes the wines very long

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lasting, but somewhat mouth-puckering when young. The more approachable wines when young have been softened by the addition of some cabernet sauvignon, merlot and/or cabernet franc.

There are many local white wine grapes used, including ugni blanc (the main grape used in making Armagnac brandy), colombard, petit courbu, petit manseng, gros manseng and arrufiac. There are also small but increasing plantings of better known white grapes including chardonnay, sauvignon blanc and chenin blanc.

For wine tasting at the vineyard, we suggest :

- Madiran / Pacherenc (area centred on village of Madiran)
 - Bouscasse-Montus (near Maumusson)
 - Laffitte-Teston (near Maumusson)
 - Chapelle Lenclos (near Maumusson)
 - Domaine Laplace (aka Château d'Aydie) in Aydie
 - Domaine Berthoumieu, in between Maumusson and Viella

Vineyards are well-signposted when reaching the area.

- Cotes de St Mont

Most production, including the slopes below our property, is controlled by Producteurs Plaimont, a local co-operative. They have wineries and tasting rooms at Plaisance, Aignan and St Mont.

- Cotes de Gascogne

We think the best producer is Domaine Tariquet, about 45 minutes drive. They are just outside the village of Le Prada, which is south-east of Eauze on the road to Vic-Fesenzac. Tariquet produce armagnacs, flocs (a local aperitif which is a by-product of armagnac), and a wide range of dry and sweet white wines, including an ugni blanc/colombard mix that is good for kirs, 2 or 3 chardonnays, a sauvignon blanc, a chenin blanc, Cote Tariquet (a very nice 50/50 mixture of chardonnay and sauvignon blanc), a slightly sweet gros manseng (Les Premieres Grives) and a very sweet petit manseng (Les Dernieres Grives). The latter two grapes are picked respectively at the start and finish of the migration of thrushes (grives) over the vineyard.

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APPENDICES

Areas Off-Limits to House Guests

Welcome Pack for House Guests

Departure Checklist for House Guests

Arrival Checklist for House Guests

Useful Phone Numbers for Guests

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AREAS OFF LIMITS TO HOUSE GUESTS

The following areas are not available to house guests:

- The turrets off the snooker room and the library;
- The garage;
- Wine Cellar and boiler room;
- Dressing room just off the Master bedroom;
- Locked gates giving access to the underneath of the house.



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WELCOME PACK FOR HOUSE GUESTS

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- a. Keys for:
- i. Kitchen door
 - ii. Firewood store (not summer)
 - iii. Basement door and grille
 - iv. Studio
 - v. Laundry Internal Door
- b. Welcome pack
- In the drinks fridge (in big lounge) there will be
- 2 bottles of white wine
 - 1 litre still mineral water
 - 1 litre fizzy mineral water
- In the breakfast room pantry fridge, there will be
- 1 litre milk
 - 1 pack butter
- In the WILF, there will be
- 6 eggs
 - 1 litre orange juice
- In the bread cupboard (next to dishwasher in breakfast room)
- 1 long baguette
- On the work surface in the breakfast room, there will be canisters of
- instant coffee
 - tea bags
 - sugar
 - and
 - 2 bottles of red wine
- c. Washing up liquid, dishwasher tablets, salt and rinse aid, drying up cloths, washing powder, toilet paper

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DEPARTURE CHECKLIST FOR HOUSE GUESTS

PLEASE READ BEFORE YOU LEAVE

When leaving the property at the end of your stay, please ensure the following tidying up has been carried out:

- Books, videos, games and CD's are returned where they came from;
- Remote controls for TV and DVD/Video player are replaced on top of the TV;
- All toys (both inside and out) are put away;
- All food (fresh or frozen) not consumed is taken away with you;
- The rubbish bins are all emptied and rubbish taken away with you;
- A note is left outlining any damage and / or breakages;
- Sun lounge cushions are all returned to the storage room in the basement;
- Sun loungers, chairs and tables are returned to the terrace, pool and/or back terrace outside the kitchen;
- The Jacuzzi lid is in place and the sauna turned off;
- The lid is replaced on the sandpit;
- All washing up is completed, the dish washers left open and empty;
- All manuals removed from the front hall sideboard are returned;
- The snooker table top is back on top of the table and all snooker equipment put away;
- The walk-in larder fridge door is properly closed;
- All windows are left shut, including the one in the master bedroom shower room;
- All air-conditioning units are turned off;
- All external doors are left locked and keys left in the brown bowl on the sideboard in the front hall (keys to laundry internal door, basement areas, studio, firewood store and kitchen);
- Any mess made by pets is cleared up and the cat flap locked.

Thank you for your help in leaving the property tidy. This greatly speeds up the cleaning process required before the next house guests arrived. Any tidying up left for the cleaning staff to carry out will be charged by way of a reduction in the deposit.

Finally, after setting the burglar alarm and locking the back door, leave the back door key in the outside toilet, where you originally found it.

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ARRIVAL CHECKLIST FOR HOUSE GUESTS

The following have been checked by the caretaker to be clean and ready for house guests' use:

- 1 Each bedroom required has clean bed linen, towels and has been cleaned.
- 2 Each bathroom required has been cleaned.
- 3 Each toilet required has been cleaned.
- 4 All fridges and freezers have been cleaned, and checked to be working including those in the kitchen, in the pantries, in the sun room and on the terrace.
- 5 Both dish washers have been cleaned including the filters and checked to be working.
- 6 The kitchen has been cleaned including the cooker, micro-wave, coffee maker and the toaster. There are sufficient gas supplies to the cooker.
- 7 Toilet paper, toilet cleaners, bin liners, dish clothes, dishwasher tablets, rinse-aid, washing powder and washing up liquid have all been laid out where required (by each toilet, sink and dish-washer).
- 8 The terrace has been cleaned and the BBQ swept clean.
- 9 The sauna has been cleaned and the Jacuzzi and swimming pool checked to be in working order.
- 10 Each of the outside paths and decks has been swept, including the terrace deck, the back deck and the area around the swimming pool.
- 11 The gate to the swimming pool has been left shut.
- 12 Keys have been provided. The back door key has been left in the outside toilet and the other keys in the brown bowl on the sideboard in the front hall.
- 13 Any tidying up not completed by previous house guests is completed (see Departure checklist for guidelines).
- 14 All furniture is checked and any damage highlighted to the incoming house guests.
- 15 Each of the following rooms in the main house has been cleaned :
 - a. Library,
 - b. Laundry,
 - c. All hallways,
 - d. Snooker Room,
 - e. Large Sun Room (with play area, sitting area and dining area),
 - f. The basement toy storage room,
 - g. The basement table tennis room,
 - h. The studio,
 - i. The Terrace.
- 16 Check once a month there is enough oil in the tank
- 17 Check the air-conditioning is turned on (June to September).
- 18 Check the hot water for the studio is turned on.

Château de la Biste.

USEFUL PHONE NUMBERS FOR GUESTS

Doctor	Dr Patrick Raynal	Surgery	05 62 09 39 22
		Emer	05 62 09 34 71
Vet	Michel Brun		05 62 09 31 90
Dentist	John Antony Walter		05 62 96 31 75
Police (Gendarmerie)	Marcillac		05 62 09 38 17
Fire Brigade (Sapeurs Pompiers)	Marcillac		05 62 09 36 44
Ambulance & Taxi Company	Ambulances Taxis Berge		05 62 09 38 05