

# ALBEMARLE

We look forward to welcoming you here soon.

While there is more detailed information to complement your stay in a folder in the flat, here are a few important notes that would be useful for you to read carefully before arrival.

## **Getting to the Flat**

If you are coming from London Heathrow you can take the new Elizabeth Line direct from Heathrow to Farringdon from where we are a 7 minute walk. This is the fastest and most economical route with no changes. Otherwise you can get the Heathrow Express train to Paddington and change onto the Circle or Hammersmith & City line tube train to Farringdon. A taxi from Heathrow takes about an hour door to door and costs around £70-£90 depending on the number of people and luggage and vehicle. Public transport from London Gatwick is very direct, comes straight into Farringdon station and takes about 45 minutes.

If you arrive early (check in is usually at 2pm) and need somewhere to store your luggage temporarily please try:

[www.luggagehero.com/find-luggage-lockers-london](http://www.luggagehero.com/find-luggage-lockers-london)

## **Getting around London**

Public transport (bus and underground) operate a cash-free system so you will need to buy an Oyster card. These can be bought from train stations and newsagents all over London and you can add credit to it as you go along. On the tube trains your card will be debited a high fee if you fail to tap the card reader when you exit. You can also use a contactless bank card but this will not allow you to take advantage of the 'hopper' scheme which allows multiple journeys on bus or train within one hour for the same price as one journey.

If you wish to hire a Santander bicycle, the nearest docking station is in Clerkenwell Green, where full instructions for use can be found. There are also Lime bikes available.

A very useful app for getting around in London is **Citymapper** which gives you live information on possible routes, maps, arrival times, platform numbers and the cost of journeys.

### **Locating the flat**

The full address is:

3, Albemarle Way, Clerkenwell, London EC1V 4JB. Please take note as often agencies like airbnb do not put in the correct address for some reason!

Albemarle Way is a small street off St John's Square that runs parallel to Clerkenwell Road.

No. 3 has a deep olive green shop front on the ground floor level. The street is one way with no parking. When you arrive please press the bell marked 3AW and someone will be there to let you in and show you around. The flat is on the second floor. The staircases are narrow so please be careful with bags.

### **Locks and Security**

There are three keys to the flat and one security key for the front door. Do not take them off the keyring provided and remember that as the security keys are unique and not easy to replace, if you lose them it will cost £200 to replace your set.

There is intercom connection between the flat and the street, but for security reasons there is no automatic street door opening from the flat.

### **Keeping in touch**

If you do not already use **Whatsapp**, please download it before you travel as it is the only way we will be able to communicate with you before and during your stay.

## **Noise**

Do be aware that this is an old property with wooden floors and noise travels from the flat and the terrace into the rest of the building, so please be sensitive to both our neighbours and to the other people on the floors below.

## **Smoking**

Smoking is strictly prohibited both within the flat and on the terrace and invalidates our insurance.

## **The Terrace**

Please keep the rainproof covers over the sofa and cushions when not in use and be aware that there is a steep drop at the back of the terrace into the light well so please take care. Please do NOT try to stretch the waterproof cover over the sofa as (while it came with the set) it does not fit! Others have tried and it now has a couple of rips. Please stack first the sofa seat cushion, then the spare seat cushions then the smaller cushions all on top of the coffee table and put the cover over this.

## **Supplies**

There are two supermarkets very close by. Turn left out of the front door, then left again at the top of Albemarle Way into St John Street and a little way up on your right you will come to Tesco and Waitrose next door. Shopping baskets are provided for you in the flat as carrier bags are always charged for in shops.

## **Housekeeping**

We can arrange for the flat to be cleaned weekly and for all linens to be changed. Please contact us as soon as possible to arrange this.

## **Rubbish**

You can put any rubbish, in a tied bin bag, outside by the cherry tree at the end of the road after 7pm. There are currently no facilities for recycling in this road.

## **Washer/Drier**

Please never try to open the door until the cycle has finished and the door release warning has sounded. If the door is forced there will be a charge for repair. There is a manual for full operating instructions but you can do a quick wash and dry programme if you look at the options in the manual. There is a clothes airer if you wish to dry your clothes in the open air on the terrace; you will find it to the right of the wardrobe in the main bedroom. The fastest wash is 'delicates' which is under an hour.

## **Olive Trees**

To avoid us interrupting your stay we would be grateful if you could give the olive trees on the terrace a good watering once a week in winter, twice in summer please.

## **Heating**

The main heating and hot water control is to be found on the wall outside the bathroom. It is on a timed programme, but you can override it by turning the dial to the left or the right to increase/decrease heat. Please do not push the dial as it re-sets the controls. We'd be grateful if you could turn the heating down when you go out. The flat warms up very quickly, so it is not necessary or environmentally friendly to leave it on with no one in the flat.

## **Further Information**

For the wifi code, operating instructions for appliances and information concerning nearby sights and good places to eat and drink please refer to the black folder which is to be found on the right of the kitchen worktop.

You are free to use any maps or books in the flat but please do return them so other guests can benefit from them too.

If you need any further information or advice please don't hesitate to get in touch with us.

**Before you leave**

Please return everything in the flat to where you found it on arrival. We complete an inventory check at the end of each stay and missing or damaged items will be charged for.

Please put the two sets of door keys on the kitchen table. Check out is 10am or before.

We hope you have a wonderful stay in this lively and interesting area.

Thank you!