



The Manor House
Guest Handbook



Reservations

Reservations for The Manor House should be made at least two weeks in advance. For event reservations, please allow more time. You must be 21 or older to make a reservation. Payments must be made with a credit card. The Village accepts both Visa and MasterCard.

Room rates are as follows:

- \$100 per room per night for relations to The Village at Morrisons Cove
- \$110 per room per night for the surrounding community

Your reservation includes:

- A light continental breakfast
- Housekeeping Services
- Linen Services
- Additional Ancillary Services

To make a reservation or for additional questions and information, please call (814) 793-5234 Monday thru Friday between the hours of 8:30 a.m. and 4:30 p.m.

Keys

A key is available for the entrance to The Manor House at The Village Green Monday thru Friday between the hours of 8:30 a.m. and 4:30 p.m. If you are unable to pick your key up between these hours, please let us know and we can make special arrangements. Please return your key to The Village Green when your stay is completed.

Bedroom keys will be left in the bedroom assigned to you. Please leave the bedroom key in your room at the end of your stay.

Check-In/Check-Out Times

Guests may check-in at 3:00 p.m. or after the day of their arrival.

Guests must check-out no later than 11:00 a.m. on the day of their departure.

Food Services

A complimentary continental breakfast is provided for your stay; your breakfast will be located in the kitchen. A coffee pot is also provided in the kitchen for your convenience. The light continental breakfast will be delivered to the Manor House by our staff in the evening for the following morning.

The breakfast includes the following:

- Assorted fruit and muffin or pastry
- Assorted juice and bottled water (located in the refrigerator)

Additional food items can be special ordered through our catering department at least two weeks in advance of your stay. The use of food/food supplies in The Manor House is restricted to The Village Catering Service only. **We do not permit food to be brought in and prepared.**

Catering

The Village at Morrisons Cove offers extensive catering options. From simple luncheons to lavish weddings, our talented staff will make your Manor House event delicious and unforgettable. Choose from a wide variety of entrees, desserts, appetizers, beverages, and more. Rental Services are also available. **We do not allow outside caterers for events at The Manor House.** For Food Services and Catering Information, please contact the Hospitality Liaison at (814) 793-5234.

Housekeeping Services

During your stay, cleaning services for your room and bathroom are provided on the third day Monday thru Friday between the hours of 7:00 a.m. and 5:00 p.m.

If the third day of cleaning falls on a weekend or holiday, the cleaning will resume the following Monday or weekday.

If you choose to skip cleaning services, please place the "Do Not Disturb" door hanger on the outside of your door and the Housekeeper will come back on the next regularly scheduled cleaning day.

Common areas and the kitchen are cleaned weekly. This service consists of vacuuming, furniture polishing, hard floor maintenance, and waste removal.

Linen Services

Bed linens are changed at the end of every stay. For extended stays, fresh linens will be provided every third day in conjunction with the scheduled cleaning.

Due to individual needs, extra towels and bed linens are provided in the chest of drawers in all of the bedrooms and bathrooms.

Other Policies

- Pets are not permitted in The Manor House at any time. Exceptions will be made only for reasonable accommodations (e.g. companion animals).
- Smoking is prohibited in The Manor House.
- Please speak with our Hospitality Liaison for our policies regarding alcohol.
- There is a limit of 2 guests per room. The management at The Village will determine any exceptions to this policy.