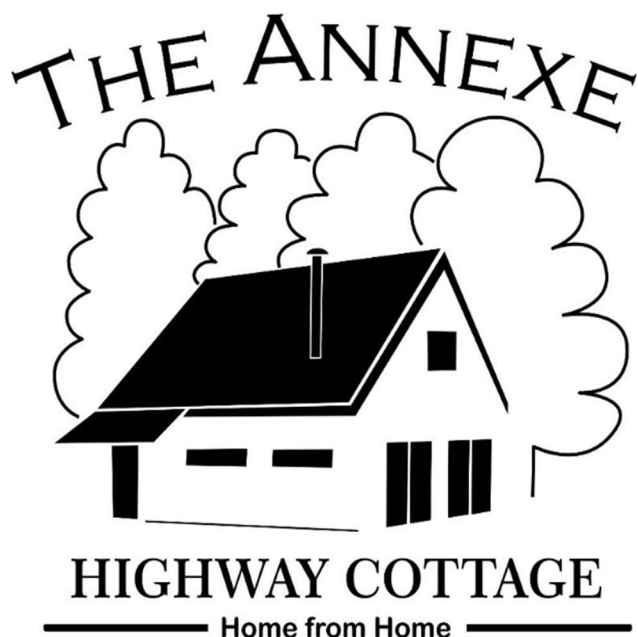


The Annexe

HIGHWAY COTTAGE



A stylish guest guide designed to help you settle in, explore the local area and enjoy a comfortable home-from-home stay.

Welcome

Arrival notes, contact details and how to get help during your stay.

Settle In

Wi-Fi, heating, entertainment, pets, outdoor areas and house reminders.

Explore

Nearby food, shopping, essentials, local contacts and departure checklist.

INSIDE YOUR GUIDE

Start with Welcome and Guest essentials, then use the themed sections for pets, comfort, access, nearby food, shopping, useful numbers and the final departure checklist.

www.theannexeathighwaycottage.com

highwaycottage@outlook.com • [@theannexehighwaycottage](https://www.instagram.com/theannexehighwaycottage) • Home from Home

Welcome

Dear Guest,

Thank you for choosing to stay at The Annexe. We're thrilled to host you. Whether you're here for adventure, relaxation, or a little bit of both, we want to make your experience as comfortable and enjoyable as possible.

Your comfort is our priority. If you need anything, please reach out to Emma and Tobi, who own and manage The Annexe.

Need help during your stay?

Pop next door to the house, call or message 07530 659905, or use the booking app. After 21:00, please call only in an emergency.

Enjoy your stay!

*Warmest regards,
Emma*

Direct bookings

If you would like to stay again, you can contact us directly. This is often more cost-effective because it does not include booking fees for guests or hosts.

Website: theannexeathighwaycottage.com

Email: highwaycottage@outlook.com

Instagram: @theannexehighwaycottage

Please read first

For the smoothest start, read Welcome, and Guest essentials first. The remaining sections are grouped by theme, so you can dip into the information you need during your stay.

Guest Essentials

We have kept the guidance practical so you can settle in quickly and make the most of your stay. Welcome goodies are provided with our compliments. Dog treats, where applicable, are sourced from local business Rudi's The Doggy Bakery.

Use this section as your quick setup guide. It covers the essentials you are most likely to need when you arrive and settle in.

INTERNET ACCESS: The Wi-Fi code is displayed on the Wi-Fi board in the entrance. Boosters are in the lounge and upstairs second bedroom.

ELECTRICITY: Please help conserve energy by switching off unused lights and appliances. The labelled override switch in the kitchen cupboard, between the under-sink cupboard and oven, must remain on.

TV AND ENTERTAINMENT: The TV includes Freeview and SMART features. Other inputs can connect games consoles. The PlayStation 3 plays DVDs and Blu-rays. DVDs, Blu-rays and board games are stored in the TV cabinet. PS3 and Wii consoles, games and accessories are in the wicker F&M basket in the living room.

BOOKS: Books are on the storage rack in the master bedroom. Please return them before departure. If you are still engrossed in one, let us know and we may be able to arrange something.

INFANT AND CHILD EQUIPMENT: A highchair, travel cot, stair gate and other equipment are stored in the upstairs cupboard or under the stairs. A fold away child toilet seat can be found in the bathroom cupboard. Please ask if you need another related item as we may have one for you to use.

Quick House Reminders

- ✓ Use the equipment provided with care and report damage or breakages promptly.
- ✓ Switch off additional lights and appliances when they are no longer needed.
- ✓ Contact us during your stay if something is not working, so we have the best chance to help.

Pets & Outdoor areas

This section brings together everything related to dogs, outdoor spaces, bins, lighting and vehicle charging, so the practical house rules are easy to find.

DOG EQUIPMENT: Dog beds, bowls, waste bags, outdoor toys, throws and rugs are available. Items are used at the owner's risk. Please tell us if anything is damaged.

LEADS: Please keep pets on a lead at the front of the property because estate pets, including cats and chickens, and wildlife may be roaming.

PET WASTE: All pet waste must be cleared before departure and placed in the designated black dog-waste bin. Failure to do so may incur a surcharge.

PET AND OUTDOOR SHOWER: A mixer shower for muddy paws and bike wheels is on the far side of The Annexe, just outside the kitchen window.

OUTDOOR AND DECK LIGHTING: Sensor lighting is installed. Extra entertainment-area lights use switches in grey boxes around the outdoor area. Please switch additional lighting off when it is no longer required.

OUTDOOR FURNITURE AND CUSHIONS: Patio cushions are stored in the large black plastic box by the pond. Put them away after use to prevent damage or mould and report any damage.

BINS AND RECYCLING: Please place recyclable rubbish in the orange bins outside the entrance. This now includes glass. Unwanted food may be left in the fridge, freezer or cupboards for us to dispose of.

Electric vehicle charging

Important house rule

Our insurance only permits charging electric vehicles using the designated mounted car charger (subject to a separate fee using the "TAP" app). Anyone found charging a vehicle via any other method onsite may be asked to leave without a refund, and the booking agent may be informed.

Scan to use TAP charging



Alternative charge points can be located:

- InstaVolt at Starbucks, Bell Farm Way, Kempston, MK43 9SS
- Voltshare at The Kingfisher, Cardington
- MFG EV Power at Morrisons Bedford, Ampthill Road, MK42 9JP
- Tesla Supercharger at Wyboston Golf Course, Wyboston, MK44 3AL

CCTV: Several cameras operate outside the property for security. We are registered with the Information Commissioner's Office (ICO).

Comfort, Safety & Care

Here you'll find comfort controls, cleaning expectations and safety equipment locations for peace of mind during your stay.

HEATING: Gas heating is controlled using the free-standing thermostat handset in the kitchen area. It is usually set to 21°C for comfort.

FANS AND AIR CONDITIONING: A portable fan and portable air-conditioning unit are in the upstairs landing cupboard. Equipment is checked and maintained regularly and is used at the guest's own risk.

AIR PURIFIER: A Fellowes Air Purifier with HEPA filter is in the upstairs landing cupboard. It may be useful for allergies, sensitivities or asthma and is used at the guest's own risk.

HOT WATER: Hot water is provided by the gas combination boiler and should be continuously available.

CLEANING: Cleaning materials are provided. Please leave The Annexe in a similar condition to the one in which you found it.

Safety equipment

Item	Location
Fire guard	In the fireplace
Smoke alarms	One upstairs and one downstairs
Carbon monoxide alarm	Lounge
Fire blanket	Kitchen counter
Small green fire extinguisher	Below the counter beside the oven
First-aid kit	Under the kitchen sink

First-aid supplies

Please leave a note if you use anything from the first-aid kit so it can be replenished.

Plumbing, Departure & Access

Toilets and sinks

This section covers the practical items guests usually need near the end of a stay: plumbing rules, reporting issues, check-out and gate access.

The Annexe has a tank that shreds and pushes waste to the property's mains drainage. Please follow these essential rules:

- ✓ Only flush the soft toilet paper provided.
- ✗ Do not flush wipes, sanitary products or toiletries. Use the bins provided in both toilets.
- ✗ Do not pour fat down the kitchen sink. Allow it to cool in a pot or bag and place it in the bin.

Problems or breakages

Please let us know about any damage or problems during your stay. We may be able to resolve them immediately. If not, advance notice helps us arrange repairs during the changeover.

Departure

Check-out time

Please aim to leave by 11:00 so we can prepare for the next guests. If you leave earlier than expected, let us know. Refer to the separate pamphlet or Price List page for late check-out pricing.

Gate access

- On entry, tap the blue fob on the intercom.
- On exit, drive to within approximately one metre of the gate and it will open automatically for vehicles.
- A manual switch in a grey box is on the rear of the left-hand pillar where the gate first opens. It can be stiff, so press firmly.
- Two fobs are provided. Additional fobs may be requested. The gate has a 10-second automatic close function.
- A lost fob incurs a £30 replacement fee because fobs are connected to the intercom and maintained by an external security company.

Food & Beverages nearby

Where is the nearest pub?

There are several options in neighbouring villages. Driving is recommended.

Style	Recommendation and details
Pub and restaurant	The Kings Arms 01234 838533 31 The Green, Cardington, Bedford, MK44 3SP www.thekingsarmscardington.co.uk
Gastropub / country pub	The Cross Keys Wood End 01234 855550 2 Tithe Road, Kempston, MK43 9BE www.thecrosskeyswoodend.co.uk

If you prefer not to drive, the following two recommendations are within walking distance.

THE HANGER CAFE & BAR: 15B Beauvais Square, Shortstown, Bedford, MK42 • thehangercafebar.co.uk

THE CAFÉ AT W&H PEACOCK AUCTIONS: Off Wallis Way on the industrial estate • peacockauction.co.uk/the-cafe

Takeaways

Takeaway type	Options nearby
Pizza	Dominos Unit 1 Saxon Centre, 232 Bedford Road Kempston, Bedford MK42 8PP England
Traditional Pizza (Deliveroo)	Pizzeria Santaniello 9-11 Newnham Street, Bedford MK40 3JR
Chinese	Wok Inn 159 London Road, Bedford, MK42 0PZ
Indian	Tawa Roadside Indian High Road Deadman's Cross, Shefford SG17 5QQ England
Fish & Chips (via JustEat/Uber Eats)	Britian's Fish & Chips 47 Harrowden Road, Bedford, England MK42 0RU

Other nearby essentials

PETROL STATION: BP with M&S Food is at the next junction towards the M1, at the A6 turn-off. Alternatively, use Tesco Superstore on Cardington Road.

DELI, CAFÉ & FARM SHOP/ THE BEDFORD CHEESE COMPANY Cople Road, Cardington, Bedford, MK44 3SH.

Shopping nearby

Retail parks

Shopping options are grouped by journey type: retail parks by car, local essentials on foot, then larger supermarkets by distance.

ST JOHN'S, ROPE WALK, MK42 0DJ: Halfords, Lidl, Home Bargains, Hobbycraft, Currys, Costa Drive-Thru and Starbucks Drive-Thru.

INTERCHANGE RETAIL PARK, AMPTHILL ROAD, MK42 7AZ: Boots, Nando's, Next, Costa, Superdrug, Pets at Home, Matalan, Sports Direct, Card Factory, Clarks, Pavers and Mountain Warehouse.

Within walking distance

New Cardington Local Centre, MK42 0GE, and Shortstown, MK42 0TL, are approximately a 10-minute uphill walk.

- Tesco Express, with cash machine
- Phoenix Pharmacy
- Shortstown Fish & Chip Bar

Large supermarkets

Store	Approx. distance	Address
Tesco Extra	1.1 miles	Cardington Road, MK42 0BG
Morrisons	1.7 miles	Amphill Road, MK42 9PP
Aldi	1.7 miles	Westville Road, MK42 9BL
Lidl	2.0 miles	Perkins Road, MK41 0GX
Waitrose	2.0 miles	Goldington Road, 0GX
Sainsbury's	2.9 miles	90 Clapham Road, MK41 7PJ

Useful telephone numbers

Type	Service	Telephone	Notes
Annexe owner	Emma Long	07530 659905	Please call before 21:00 unless it is an emergency.
Doctor	Putnoe Medical Centre Walk-in Centre	01234 319992	
Hospital	Bedford Hospital A&E	01234 355122	Open 24 hours, 365 days a year. South Wing, 1 Kempston Road, Bedford, MK42 9DJ.
Taxi	Abbey Cars	01234 400 042	
Taxi	Direct Cars	01234 292 292	
Veterinary	Acorn House Veterinary Surgery	01234 261839	On site 24 hours, 365 days a year. Linnet Way, Brickhill, Bedford, MK41 7HN.
Veterinary	Scott Veterinary Clinic	01234 261622	On site 24 hours, 365 days a year. Out of hours: 07767 641753. 405 Goldington Road, Bedford, MK41 0DS.
Veterinary	Vets4Pets	01234 262050	Closest local vet, approximately 2-3 minutes by car, but not open 24 hours. 108 London Road, Bedford, MK42 0PR.

Emergency

For an immediate threat to life or property, call 999. For non-emergency police matters, call 101. For urgent medical advice when it is not a 999 emergency, call NHS 111.

Quick stay checklist

Use this final checklist as a quick reference for arrival, day-to-day reminders and check-out.

On arrival

- ☐ Locate the Wi-Fi board in the entrance.
- ☐ Keep the gate fobs somewhere safe.
- ☐ Familiarise yourself with the fire safety equipment and first-aid kit.

During your stay

- ☐ Keep pets on a lead at the front of the property.
- ☐ Switch off unused appliances and additional outdoor lighting.
- ☐ Report problems, damage or used first-aid supplies.
- ☐ Only flush the toilet paper provided.

Before departure

- ☐ Check out by 11:00 unless another arrangement has been agreed.
- ☐ Clear all pet waste and use the designated black bin.
- ☐ Return outdoor cushions to the large storage box.
- ☐ Return books, games and equipment to their storage locations.
- ☐ Place recycling in the orange bins; includes glass.
- ☐ Leave The Annexe in a similar condition to how you found it.
- ☐ Return both gate fobs.

Thank you

We hope you have a comfortable and enjoyable stay at The Annexe. Safe onward travels!