



Dear valued Guest

Thank you for your valued booking. We look forward to welcoming you shortly.

It will be very helpful & speed up your check in process if you would kindly complete the online check in prior to arrival and to note these important points.

Firstly, check in time is between 3:00pm & 8:30 pm (4:00 pm & 8:00 pm on Mondays) and check out is at 10:30am.

**Please note to check in after 8:30 pm please contact the hotel in advance to make arrangements as if quiet, we may close any time after 8:30pm so we can arrange an access code for you.**

Secondly, we are starting to get very busy for meals therefore reservations are needed for both breakfast & dinner.

Due to staff shortages and a change in the current level of business in hospitality (due to the current economic climate and other external factors) we are operating the following hours. As per our website & your confirmation please note that we are still unable to open the bar & restaurant on a Sunday and breakfast on a Monday morning (if applicable) therefore all rooms on a Sunday night are on a ROOM ONLY basis.

Breakfast 07:30 – 09:00 Tues – Friday and 08:00 to 09:30 Sat & Sun

Dinner: 5:45 to 7:00 pm - Mon & 6:00 to 8:00 pm Tues – Friday & 6:00pm - 8:30pm Saturday

Bar: 4:30 to 8:30 pm – Mon & 3:00 to 9:30 pm Tues – Sat

If you would like to dine during your stay table reservations prior to arrival are highly recommended. Please email or telephone as shown below to make your reservations to ensure the time you require is available. As our food offering is very popular, we cannot guarantee that tables will be available without a reservation.

If you have an outstanding balance, we will debit your chosen debit/credit card on the morning of arrival to facilitate a contact less check in. If you wish to operate a room account a small preauthorisation will be required upon arrival.

Thank you.

The Glen Hotel Team - Telephone: 01540 673203 Email: [bookings@theglenhotel.co.uk](mailto:bookings@theglenhotel.co.uk)