

# Castleshaw Centre

## Self-catering Accommodation

### Welcome Pack



Castleshaw Centre  
Waterworks Road  
Delph  
Oldham  
OL3 5LZ  
Telephone: 0161 770 8595  
Fax: 0161 770 5884  
Email: [castleshaw.centre@oldham.gov.uk](mailto:castleshaw.centre@oldham.gov.uk)

Website: <http://castleshawcentre.weebly.com/>  
[http://www.oldham.gov.uk/info/200228/outdoor\\_education](http://www.oldham.gov.uk/info/200228/outdoor_education)



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## **Welcome**

Welcome to the Castleshaw Centre. This pack contains information about the Centre which we hope will help you enjoy your stay.

The centre has been extensively upgraded over the last 14 years with support from The Big Lottery Fund and Oldham Council. We now have excellent facilities, with improved lounge, cloakrooms, dining area, kitchen and best of all bedrooms and bathrooms. We have 9 bedrooms, all with washbasins and 4 en-suite and excellent bathroom facilities (all individual shower rooms, no “communal” facilities).

The whole of the ground floor of the building is now wheelchair accessible, with improved access to the outside of the building too. We have wheelchair accessible accommodation and bathroom facilities with hoists if required.

There is free Wi-Fi throughout the building. In addition to the Centre’s residential facilities, we also have a field which can be used for camping, outside toilets / showers and a yurt.

## Heating

The heating is automatically set and controlled by the heating engineers based at the Civic Centre (head office) in Oldham.

However, if the heating is faulty, the system can be overridden by switching the buttons in the black box on the wall near the student entrance. Please contact a member of our staff by calling one of the emergency contact numbers and they will give you the code to open the box on the wall.

## Kitchen

The kitchen is equipped with the following items:

- **Large chest freezer: centre use only, kept locked**
- Large upright freezer: visiting groups to use this
- Large upright fridge: visiting groups to use this
- Small fridge: visiting groups to use this
- Microwave: instructions are on wall, keep clean
- Electric cooker: instructions are on wall, keep clean
- Large fan (above cooker): instructions are on wall
- Water boiler: be aware of splashing
- Dishwasher: instructions are on wall. Please empty before departure
- Toaster: instructions are on wall, keep clean. Place away from edge of unit.
- Warming cupboard: plug in, it takes about 20 – 30 mins to get hot. Unplug after use.
- Cutlery: kept in grey tray
- Knives and other utensils are kept in set of drawers next to cooker. Be careful when opening these drawers because the knives could be mixed up with other utensils. There is also a black and silver knife holder on top of the microwave.
- Fire extinguisher: on the wall behind the white door (fire exit)
- Fire blanket: placed on wall near cooker
- First aid kit: on the wall above the hand washing & caretaker sink
- Electric fuse box panel.

We provide a small supply of bin bags and cleaning materials. We ask groups to bring their own tea-towels, washing up liquid, etc. Please note, you do not need to bring dishwasher powder as detergent and rinse aid are fed automatically into the machine

## Food shopping

There is a small Co-op in Delph, Tesco in Greenfield, Tesco Extra and Asda on Huddersfield Road in Oldham. We have used Tesco delivery service many times so feel free to have your food shopping delivered on your arrival.

## Bedlinen

We provide all bed linen including a duvet and pillow with bottom sheet, duvet cover and pillow case for each bunk / person. Groups are expected to make and strip their own beds. We ask groups to bring their own towels and wash items, soap, etc.

## Lounge

There is a large screen TV and DVD player in the lounge. The controls are kept in the cabinet below the TV.

## Dining room

Groups are welcome to use the table tennis equipment. The bats, net and balls are kept on the window shelf.

## Notes for Group Leaders

**Fire Alarm:** The fire alarm is connected to a Central monitoring station. Should the alarm be activated either by the smoke/heat detectors, or the break glass points, a siren will sound.

The central monitoring station will inform the Fire Brigade that there is a fire at the Centre. All groups **must** leave the building immediately and meet at Fire Assembly Point on the stone area of the front field. A roll call **must be taken** and all group members be accounted for. On **no account** should you allow group members to re-enter the building until given permission by the attending Fire Officer. Should the alarm be accidentally activated the above procedure **must be followed**, as you will not have fire alarm cover should a fire occur whilst awaiting the Fire Brigade. The Fire Service **will attend all alarm calls**. Groups making false alarm calls will be liable for call out charges. Where an alarm is deliberately activated groups will be asked to leave and will be liable for charges incurred. Please discourage the over liberal **use of aerosols** amongst your group, as this can trigger the alarms. A **surcharge of £50.00** will apply in the event of the Fire Service attending **false alarms** caused by aerosols.

**Security:** Group leaders are responsible for ensuring premises are secure before leaving, or retiring at night. Check lounge door, cloakroom door, kitchen door, student entrance, door in bedroom 3, (plus front door and fire exit in classroom upstairs if you have access to these areas). Close all windows.

**First aid:** There is a first aid kit in the downstairs staff bedroom (Bedroom 1) if required.

**Access to the building:** The codes for the coded locks on the main and rear entrances will be provided prior to your visit.

**Lights:** Please switch off any unnecessary lights before retiring or going out. External lights are controlled by timer or movement detector.

**Kitchen:** Ensure all kitchen appliances are turned off.

**Water:** Please ensure all water taps are turned off after use. If water is wasted showers and wash basins may run short, particularly of hot water. If there are any problems with the water supply and the supply needs to be turned off: the stop tap is located at the side of the goat house. Through the gate on the right there is a concrete post, at the base lift the black round lid and turn the black tap fully. Phone the warden immediately.

**Recycling:** Please encourage your group to recycle all waste materials by using the labelled bins provided. For larger amounts of waste, recycling skips are located in the corner of the car park, near the gate to the climbing wall.

**Power Cut:** In the event of a power cut all emergency lights will come on, the fire alarm panels will flash and the CCTV system alarm will sound. Once power has resumed the lights and fire alarm panels will reset, but the CCTV will be reset by a member of staff during office hours.

**Electrical problems (fire or shock):** Please contact a member of Castleshaw staff immediately as the main switch is in a locked area outside the building.

**Smoking:** Please note that Oldham Council prohibits smoking anywhere on the Castleshaw Centre site.

## Emergency Numbers

In the event of an emergency, for 24 hour assistance please ring Oldham Security Control on 0161 627 2435 (option1)

If you believe there may be an intruder on the site (please bear in mind there is a public footpath across the front field – pedestrians are permitted to cross this) you should ring the Police directly on 999.

The OMBC Alarm Room may also be able to dispatch a security patrol.

Eileen Hampson [Warden]	07939 359634
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If the warden is unavailable, please try these numbers in the following order:

Rod Steele [Senior Tutor]	07889 993436
Matthew O'Grady [Tutor]	07880 643175
Joseph Myhill [Service Manager]	07737 065170

The OMBC Alarm Room (number below) is able to reach staff on home numbers in an emergency.

Other emergency numbers:

OMBC Security/Alarm Room	0161 627 2435
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Hospital [The Royal Oldham Hospital]	0161 624 0420
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Doctors [Saddleworth Medical Practice]	01457 872228
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OMBC Building Services	0161 770 4580
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### Other contact numbers:

Outdoor & Environmental Education Service [Office hours only]	0161 770 8595
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## Rules for Residential Groups

1. **No smoking** on the Castleshaw Centre site at any time.
2. The following areas are **OUT OF BOUNDS** unless special arrangements have been made -  
  
**Outside** - the animal areas, sheds, side garden, all fields except the field directly to the front of the Centre.  
**Inside** - teaching rooms [normally locked] and cellar.
3. Group members **must not** be left unsupervised at the Centre.
4. **Bedrooms:** Groups are expected to make their own beds and tidy bedrooms. Groups are particularly requested not to consume food or drink in the bedroom areas.
5. The Centre must be left in clean and tidy condition. If it is not, we will charge an additional cleaning fee.
6. Groups are expected to show care and consideration towards the animals.
7. Groups must follow the country code, especially with regards to climbing walls, fences and litter. The Centre is located in a water catchment area and groups do not have access to reservoirs, streams or United Utilities land. You must keep to the authorised footpaths at all times. Good relationships built up with farmers and local land-owners are always very delicate - please respect those living and working in the area, their property and animals.

**It is the Leader's responsibility to ensure these rules are adhered to. We reserve the right to ask any group or group member failing to observe the above rules to leave. PLEASE make sure that students keep out of the fields around the Centre and stay away from the reservoirs and overflows, etc. The stream in the valley is also on PRIVATE LAND.**

If you would like information about public footpaths, please see Centre staff.

## Adventure/Activity Trail

We have a set of “adventure play” apparatus installed in the centre grounds. This equipment could be used as an evening activity for residential groups on request and subject to the following guidelines.

### Guidelines for use of the Adventure Trail

**The course must not be used under any circumstances without adult supervision.**

**The Adventure Trail area is kept locked to prevent unauthorised access. This area also contains our High Ropes Tower and this must not be used without our staff.**

**The code for the Adventure Trail lock is available from the office.**

Maximum number of participants :- 32  
Suggested staffing ratios :- 1:10

**Participants must be clearly briefed regarding rules and procedures, particularly those relating to both group and personal safety.**

Adult supervisors should take note of the following:-

1. Appropriate footwear must be worn at all times, i.e. flat soles/good grip/no heels. Most training shoes, walking boots, wellingtons will be fine, no sandals, high heels, bare or stocking feet.
2. A strict one-way system should operate on the course in a clockwise direction. Participants should be set off at intervals or begin at different points on the course. (Remember the one-way system.)
3. A maximum of **2** people on each piece of chained equipment at any one time, a maximum of **3** elsewhere.
4. Equipment must only be used in the way intended in the design.
5. Staff/adults should be positioned with a good line of sight to as much equipment as possible. **One** member of staff/adult **must** be positioned near to the pond area for safety reasons, (this also gives a good view of the course). Staff must ensure children do not play on the High Ropes Tower.
6. Staff in charge should have in place a system for stopping activity, either using a whistle or by shouting.
7. Equipment and surfaces should be checked briefly prior to use, particularly when wet or potentially icy.
8. Any incidents/accidents or problems with equipment must be reported to the office. **The course must not be used if there are any doubts regarding safety.**
9. The Adventure Trail is adjacent to the duck enclosure. Participants should not enter this area, or feed the ducks.
10. Anyone unable to comply with these guidelines should be asked to leave the course!



## Animal Feeding Instructions

If we have asked you to feed our animals, all the feed is kept in the Animal Feed Shed (situated at the rear of the green steel container – access to door is between the canoe racks and the large shed to the left of the container).

Take care to stay safe and please follow the instructions:

- Young people, under the age of 18, must have permission from their parents and/or teachers and should be supervised in case of accident.
- You must wear gloves, these are kept in a box in the Animal Feed Shed (or bring your own). Please dispose of used rubber gloves in one of the bins.
- Please complete the Animal Feeding Log Sheet, hanging in shed (very important).
- Please don't over feed the animals, it's not good for them and it only wastes food.
- If you find that any animals have died (usually of old age!), just leave them and one of the Centre staff will deal with it.
- Please dispose of old feed on the ground, please do NOT throw it down any of the sinks, as it blocks them. Avoid spillages in the shed, as they attract mice and rats.
- If the outside tap is frozen, use the taps in the outside toilets (door code C1267). Sometimes there is water in containers left in the feed shed.
- Make sure you wash your hands after being near animals or use the 'Safe Hands' gel, kept in the feed shed.
- In case of problems or emergency, phone one of the emergency contact numbers.

### **Goat**      **Do not enter the Goat Pen**

1. Find the food scoop, this is usually attached to the bike trailer near the Goat house.
2. The Goat food is in the black bin in the animal feed shed. Fill the scoop 2/3 of the way.
3. Open the door to the Goat house and place half the food on one side of the goat house on the wooden platform, the other half goes on the opposite side on the small wall.
4. Fill the water bucket and return to inside the goat house.
5. Place some hay on the wooden platform. The goats may eat it or use it for bedding.
6. Close the door and make sure to slide the bolt across.

### **Chickens**      Always close the gate when entering or leaving the enclosure.

1. Open the two doors on the front of the chicken coop.
2. Pick up and remove the feed holder. Remove the water container by pulling the yellow string off the screw inside the coop.
3. To fill the feeder; remove the lid then fill to the top with chicken feed.
4. To fill the water container, turn the container upside down and unscrew the green bottom section. Rinse and refill with clean water. REMEMBER: keep the container upside down until you have re-attached the green bottom section. Once the container is back together simply hang it back on the screw inside the coop.
5. Return the chickens to their coop, close and lock the doors.

## Instructions for Departure

We hope you enjoy your stay at the Castleshaw. As part of our booking conditions, we ask groups to leave the centre tidy and ready for us to clean fully before our next visitors arrive.

There is a check list on the following pages to help you share the tasks around the group. There are also photos in the each of the rooms as reminders of how the room should be left.

Please pass on details of any breakages and / or suggestions for improvements to the office staff.

Before you depart .... please could you ensure the building is left secure with all:

- **ROOMS LEFT TIDY**
- **USED BED LINEN PLACED IN BLACK BIN BAGS AND STACKED AT STUDENT ENTRANCE FOYER**
- **ALL ELECTRICAL APPLIANCES SWITCHED OFF**
- **ALL INTERNAL LIGHTS SWITCHED OFF**
- **WINDOWS AND EXTERNAL DOORS LOCKED**
- **MASTER KEY LEFT IN KITCHEN** together with any other keys used and your completed feedback form confirming the number of people who have stayed. We will use these numbers for invoicing unless you tell us otherwise.

We hope to see you again soon ..... however in the meantime, please help us keep the centre secure by **LOCKING THE BARRIER PADLOCK** behind you

## Residential Task List

We hope you have enjoyed your stay. As part of our booking conditions, we ask groups to leave the centre tidy and ready for us to clean fully before our next visitors arrive.

This check list is to help you share the tasks around the group. There are also room photo cards. Please note any breakages and / or suggestions for improvements in the comments column.

Room	Tidying instructions	Tick when completed	Comments
<b>Bedrooms</b>	All mattresses & beds are in the rooms where you found them		
	All bed linen (sheet, duvet cover & pillow case) are in black bags on trolley at student entrance		
	Duvets are neatly folded into 4 with pillow on top of each bed (see photo on back of doors)		
	All rubbish in bins provided General tidy / vacuum if required All your belongings removed		
<b>Dormitory shower areas</b>	All rubbish in bins provided General tidy / sweep if required All your belongings removed		
<b>Cloakrooms corridors, stair &amp; toilets</b>	General tidy and vacuum / sweep if required		
<b>Kitchen</b>	All your food items removed from fridges, freezer & work tops DO NOT SWITCH OFF		
	Dishwasher emptied & drained (see instructions on wall) SWITCH OFF		
	All crockery has been put away Surfaces, sinks & basins wiped Floor swept and /or mopped		
	Food bin has been emptied. SWITCH OFF ALL APPLIANCES EXCEPT FRIDGE/ FREEZERS		
<b>Dining room</b>	Tables wiped & folded Chairs stacked Floor swept and /or mopped		
	Food bins including recycling ones have been emptied All your belongings removed		
<b>Lounge</b>	All seats where you found them SWITCH OFF TV and DVD & controls returned to cabinet		
	All rubbish in bins provided General tidy / vacuum if required All your belongings removed		

### For Groups who are using optional areas of the centre by prior arrangement

<b>Classrooms</b>	All furniture back in rooms where you found them Tables wiped & folded		
	IT equipment you have brought (power packs, etc.) removed PROJECTORS SWITCHED OFF		
	All rubbish in bins provided General tidy / vacuum if required All your belongings removed		
<b>Yurt</b>	Tables wiped & folded Chairs stacked Floor swept and /or mopped		
	Food bins including recycling ones have been emptied All your belongings removed		
	DOOR LOCKED & KEY RETURNED AS ARRANGED WITH OFFICE		
<b>Outside showers &amp; toilets</b>	All rubbish in bins provided Floor swept and /or mopped LIGHTS SWITCHED OFF		

Cleaning equipment and materials are can be found as below:

- Vacuum cleaner in corridor
- Sweeping brush & mops in kitchen
- Cleaning materials under sink in kitchen
- Bin bags on trolley in student entrance, kitchen & dining room

Finally, just before you depart .... please could you ensure:

<b>Departure instructions</b>	<b>Tick when completed</b>	<b>Comments</b>
The building is left secure with all: INTERNAL LIGHTS SWITCHED OFF WINDOWS & EXTERNAL DOORS LOCKED		
You have confirmed the number of people who have stayed and left this checklist in the kitchen with the master and any other keys used		

<b>Name of Group:</b>		
<b>Date of Stay:</b>		
<b>Under 12's</b>	<b>Under 16's</b>	<b>Adults</b>

For invoicing, we will assume everyone came for the full duration of the stay unless you tell us otherwise.

Please help keep the centre secure by LOCKING THE BARRIER PADLOCK behind you.

## **Local Tourist Information**

The local area of Saddleworth with its windswept moors, rocky outcrops, streams, rivers, reservoirs and sheltered villages provides a wealth of opportunity for outdoor activity and much more. The list below is not exhaustive, and we are not endorsing any of the venues listed.

### **Castleshaw Roman Fort**

The Roman Fort at Castleshaw can be found just a few minutes from the Castleshaw Centre on the eastern side of Castleshaw Valley.

The fort was once an important stronghold for Romans travelling through the Pennines between Manchester, York and Glossop. Castleshaw Fort is now protected as a Scheduled Ancient Monument with national recognition as a site of architectural importance.

Walk through the public car park to the kissing gate in the corner of the car park, turn left down the hill. The footpath to the Roman Fort is signposted on the right at the bottom of the hill.

### **Dove Stone Reservoir and the Peak District National Park**

Just 15 minutes away by car is Dove Stone Reservoir, the northern gateway to the Peak District National Park and is a spectacular area popular with visitors.

A picturesque spot, the main reservoir has its own sailing club, a permanent orienteering course, an extensive network of footpaths and good links to areas of open access moorland. An easy access path makes it simple for the whole family (wheelchair and pushchair accessible see below for details) to take a stroll round the reservoir, stopping on the way at Chew Brook to explore the rocks and paddle in the stream. For the adventurous the site includes two more reservoirs to walk round, Greenfield and Yeoman Hey, from which you can explore Saddleworth moor and the crags above.

Pause for a picnic at Ashway Gap and admire the peregrine falcons, where the RSPB Date with Nature team are on hand (Thursday – Sunday) with telescopes to help you get a closer look, plus quizzes and badge making activities on sunny weekends and bank holidays.

Watch out for wildlife of other kinds from mountain hares to mallards, before enjoying an ice cream and the stunning views across the reservoir to the South Pennine hills.

For those of you who enjoy horse riding, Dove Stone Reservoir is a staging post on the Pennine Bridleway, with a Horse Corral and toilets. Why not stop off for a picnic or to enjoy the views?

Here in the Chew Valley, there is a large concentration of Crags making it an ideal place to rock climb. Dovestones Edge, Quarries, the Ravenstones and the weirdly-sculpted Wimberry Rocks have over 500 recognised climbs, all waiting to be explored!

Dove Stone is open all year round, with the public toilets open dawn till dusk. Situated on the A635 leading out of Greenfield towards Holmfirth, the site is managed by the Royal Society for the Protection of Birds (RSPB) in partnership with Oldham Council, United Utilities and the Peak District National Park (who have a ranger station on site). Accessible by foot, bus, train and car. There are also two public car parks (pay and display).

For Wheelchair access you will need a 'radar key' a normal looking key with a large square head which unlocks the gate to the right of the vehicle access gate by the Boat Yard at Dove Stone and it also unlocks the kissing gate which is about half way round the main trail

after the path between Dove Stone reservoir and Yeoman Hey. This allows the gate to opened out fully for a wheelchair to get through.

If you need a radar key it's best to contact Disability Rights UK who sell the keys for £4.75 including postage & packaging. Their number is 0203 687 0790 or you can visit their website [www.disabilityrightsuk.org](http://www.disabilityrightsuk.org) and choose the 'shop' option to purchase online. These keys are universal and will open any radar locks including the accessible toilet at Dove Stone main car park.

### **Saddleworth Museum and Gallery**

Just a 10 minute drive away is the Saddleworth Museum and Gallery which was extensively refurbished in 2016. The Museum stands in a beautiful and historic location beside the Huddersfield Canal in the village of Uppermill, nestled in the hills in the middle of the area known as Saddleworth, an old Yorkshire Parish with its own identity. The shop and galleries are open between 1 and 4 pm each day.

Uppermill is a busy, thriving village with lovely canal towpath walks, many small independent shops and plenty of places to eat & drink. The Museum Visitor Information Centre has a wealth of information about the area and also provides information on the immediate local area and further afield such as Manchester, the North West and often carry brochures with information about breaks in other parts of the UK. Many of the leaflets are free.

There are leaflets and programmes for local events, theatres, galleries, stately homes and all kinds of trips out. Plus copies of the local bus and train timetables and often carry tickets for some of the local events at other venues.

### **Pennine Way**

The Pennine Way, which is 1.5 miles away from the centre, is a national trail with 268 miles of trail, mountain tops and the finest upland in England. It starts at the Peak District and runs through the Yorkshire Dales and over Hadrian's Wall to the Cheviots.

Originally the inspiration of walker and writer Tom Stephenson in an article published in 1935 in the Daily Herald titled 'Wanted: A Long Green Trail', the Pennine Way was designated by the Countryside Agency in 1965 as Britain's first National Trail.

Today the Pennine Way is one of the most famous and popular walks in the country. To many the Pennine Way is much more than a walk, it is part of the history of access to the hills in England, and walking the Pennine Way makes you part of that story.

**Cavello Coffee Box** a cute little coffee shop on Millcroft Lane only a 5 minute walk away

### **Delph Village**

The picturesque village of Delph is 20 minute walk away. Facilities here include shops, post office, medical centre, art centre, crafts, fish & chip shop, café, restaurants and pubs.

**The Co-operative Food** and **Delph Post Office** (01457 876899) King Street

**Delph Chippy** (01457 870811) King Street

**Crumbles Café** (07598 496058) in the **Craft Shop** (01457 874705) King Street

**The Millgate Arts Centre** (01457 874644) is home to a thriving local arts community, The Millgate arts centre in Delph provides a base for theatre, film, chamber concerts, socialites and art exhibitions. The theatre has a fully licensed bar and is available for hire for private parties. Kitchen facilities are available for caterers and the bar and lounge will accommodate approximately 60 people.

**The Old Toll House** (01457 820075) is a cosy tea room and small garden centre a short distance from Delph with stunning views across Saddleworth from the conservatory and outside terrace. The owners and staff are very friendly serving homemade delicious food in a peaceful setting.

Head to **Albion Farm Shop and Café** (01457 874366) where visitors can find a mouth-watering selection of fresh food and stunning views across Saddleworth, making this the perfect cafe experience. Albion Farm Shop is a family business, where visitors can buy farm produce direct from the farm shop. Staff are happy to provide information about where produce has come from. Albion Farm Shop's priority is to sell and promote only the best British Farm food there is to offer.

**Fresca Italian Restaurant** (01457 870797) skilfully combines all the celebrated traditions of Italian cuisine with a chic, contemporary setting that is perfect for either an intimate dinner or group celebration. Traditional Italian delicacies are served in many forms - from hand-tossed pizzas to fresh pasta and risotto. Vegetarian options and a children's menu are available. They also have an Italian take on the traditional Sunday roast. Chic and inviting, Fresca also offer colourful cocktails and a carefully-crafted wine list.

**La Rustica** (01457 878978) A cosy, rustic restaurant offering great homecooked traditional Italian cuisine as both dine in and also a takeaway / delivery service.

**The Old Bell Inn** (01457 870130) has a Brasserie and a Restaurant and food is served daily. The head chef's 'Signature Menu' has been awarded an AA rosette for culinary excellence. The well-stocked bar serves quality real ales, wines from around the world and a large selection of exclusive spirits including over 1000 different gins.

**The Saddleworth Hotel** (01457 871888) nestles in over 10 acres of landscaped gardens and woodland in the beautiful Castleshaw Valley. Boasting stunning views of the Pennine landscape, The Saddleworth Hotel provides the finest luxury coupled with a discreet yet friendly service. Sixteen individually designed and lavishly furnished suites and bedrooms are on offer, alongside fine dining in Scarlotti's Restaurant – with exquisite cuisine complemented by a splendid cellar.

#### **Local pubs in the centre of Delph village**

The White Lion 01457 879313

The Bulls Head 01457 874681

The Swan 01457 873916

The Bank 01457 321586

#### **Further afield....**

Nearest train station is Greenfield.

Nearest tram station is Shaw & Crompton.

Oldham (20 minute drive)

- Odeon Cinema
- Gallery Oldham
- Numerous bars and restaurants
- Award winning local parks

Ashton Moss (25 minute drive)

- Hollywood Bowling
- Cineworld Cinema
- Numerous restaurants

Manchester City Centre (45 minute drive, train from Greenfield Station or tram from Mumps in Oldham).

