# Welcome to the Hôtel Chevillon in Grez-sur-Loing!

## Hôtel Chevillon - a historic place



The activities at Hôtel Chevillon in Grez-sur-Loing are characterized by tradition and inspiring environment with the opportunity for work, exchange of thoughts and social interaction. Hôtel Chevillon is not a hotel with reception and other hotel services but a guesthouse. Hôtel Chevillon's manager, Marie NICOLAS-COOK, is in charge of the building and services provided there: she will be there to answer any questions and take care of your staying. However, you have to expect a very independent stay as coming to Grez-sur-Loing is a fully immersive experience into the traditional life of the Village.

The generously sized common areas: lounge, library, kitchen, dining room, garden with a riverside, are places where you can meet other residents and socialize. We sometimes host small cultural events for you to attend too if you want.

You organize your days yourself with shopping, meals etc. The common kitchen on the ground floor is set up for the guests to prepare their main meals there.

Hôtel Chevillon is not wheelchair accessible. Pets are not allowed. Smoking is not permitted either indoors (applies to all facilities) on balconies or terraces but smoking with e-cigarettes is allowed on terraces.

Hôtel Chevillon is owned and managed by the Grez-sur-Loing Foundation, based in Gothenburg.

The Foundation's contact person in Sweden is:

Board member Gunilla Knape (speaks Swedish and English)

Address

The Grez-sur-Loing Foundation c/o Gunilla Knape Brännemysten 21 B SE-436 55 Hovås

**SWEDEN** 

Cell phone: +46 73-940 14 02

E-mail: gunilla.knape@gmail.com

The Foundation's contact person in France is:

Hôtel Chevillon's manager Marie NICOLAS-COOK (fluent in English, French native)

Address

Hôtel Chevillon

2-4, rue Carl Larsson (visiting address 114, rue Wilson)

FR-77880 Grez-sur-Loing

**FRANCE** 

Tel: +33 1 64 45 93 45

E-mail: intendent@grez-stiftelsen.se

# The apartments

The assigned apartment is intended for the recipient of the grant and a family member - limited to spouse / cohabiting partner / family member.

If you wish to bring children, a special agreement must be reached in advance with one of the contact persons above. An extra fee applies in cases where children are allowed to be brought along.

Each apartment is equipped with a mini kitchen that has simple basic equipment. For hygienic reasons and from a safety point of view, the mini kitchen is only intended for easier

cooking such as coffee, tea and breakfast. For other meals the large common kitchen should be used.

Sheets and towels are provided but you must wash them yourself during your stay. There is a common laundry with a washing machine, tumble dryer and good possibilities to dry the laundry both outside and inside.

It is your responsibility to clean the apartment as well as the studio / workroom during the stay and before your departure.

Due to unforeseen circumstances it may sometimes be necessary to change the apartment or studio. In such cases, we do our utmost to offer an equivalent apartment / studio.

The floors are cold and stone houses are not heated in the same way as you might be used to. For your comfort, please bring indoor slippers and a warm sweater, especially if you will stay at Hôtel Chevillon during the winter months. On the other hand the stone house provides coolness in the summer months, which is great since as it can often be up to 35° C outdoors.

#### **Guest room for rent**

The rent per guest in a guest room is EUR 40 for the first night and thereafter EUR 20 per night. Bed linens, towels and cleaning after the stay are included.

#### Arrival

You will have access to your apartment no later than 16.00 on the day of arrival. At the turn of the month there are often several apartments that change guests simultaneously. In order to best organize your arrivals and departures, it is important that you contact the manager at Hôtel Chevillon as early as possible, and before you buy your tickets, regarding arrival and departure dates and times. If you are flying to Paris it is highly recommended to arrive with a morning flight as the travel time to Grez-sur-Loing is between two and three hours from the airports. If you are traveling by car make sure to you have some extra time and don't be a time optimist when estimating your arrival in Grez. Especially around Paris, driving time can vary greatly depending on the time of the day, traffic jam, etc.

The Hôtel Chevillon does not have its own parking. Cars can be parked for free in the streets in Grez-sur-Loing. Parking is allowed on the houses' uneven numbers side of the roads, for example, our main entrance is 114 rue Wilson, so it's not allowed on our side. Then, it is

forbidden on yellow lines, and in front of houses and parking entrances. Blue marking means limited parking. A smaller car parking area is located on rue Victor Hugo.

As our manager at Hôtel Chevillon is not always present, it is necessary that you contact her at least two weeks prior to your arrival to obtain information on how to enter the Hôtel Chevillon.

### **Departure**

The apartment must be empty and cleaned no later than 10.00 on the day of departure. Within 24 hours before you have to check out with the manager. Then you will leave the key to your room in the door when leaving. For information on routines for departure, see the welcome binder in the apartment. When you go home, consider taking an afternoon plan. For travel information to and from the airport see below.

#### Insurance

Ensure that you have adequate insurance cover throughout your stay in France, including illness and accident, property damage, etc. Please note that your home insurance may be insufficient and that additional travel insurance or similar must be arranged.

To access emergency medical and dental help at the same cost as the French citizens you also need the European Health Insurance Card (EHIC) that is used across Europe.

### **Next of kin**

If anything happens to you during your stay in Grez, the Foundation's contact persons need know whom to contact. Notify them no later than two weeks before your arrival of name, address, telephone and e-mail information of two next of kin who can be reached in an emergency situation during your stay at Hôtel Chevillon.

#### Internet

Wireless WiFi is available in all accommodations, in the common areas and in all studios.

### **Materials**

Bring as much of your working material as possible from home to Hôtel Chevillon. There is a smaller printer (black / white) in the library, which can be used by our guests. Xerox copies and color prints can be made in the manager's office when it is manned.

# Bicycles

A couple of bicycles are available to borrow when needed. You are responsible for the bike when you use it.

# **Shopping groceries etc**

In Grez there is a small grocery store / service shop open from 8:30 to 21:00 with a few hours closing in the middle of the day. A bakery is located across the street about 20 meters from Hôtel Chevillon's entrance. It is closed Wednesdays and Sunday afternoons.

Larger grocery stores can be found on bicycle distances (Montcourt – Fromonville) or by bus (Fontainebleau or Nemours).

ATM/Cash machine is not available in Grez. You have to go either to Fontainebleau or Nemours. Post office is available. Open daily between 09:00 and 12:00, except Sundays and Mondays.

If you have any further questions, do not hesitate to email or call any of the contact persons above.

Once again, Heartily Welcome to the Hôtel Chevillon!

The Board of the Grez-sur-Loing Foundation www.grez-stiftelsen.se

#### Travel information

#### Arrival

Grez-sur-Loing is located near Fontainebleau, 70 km southeast of Paris. It is easiest to come here weekdays when the bus traffic to Grez from Melun has greater frequency.

When arriving at the Charles de Gaulle Airport - take the train to the Gare de Lyon train station. You have to take RER B to Chatelet Les Halles and then switch to RER A to Gare de Lyon - just to cross over to the other side of the platform.

At Paris Gare de Lyon (Hall 1/top ground railways – on upper floor), take any train going to MELUN. There is one train every 10 minutes in peak hours, otherwise every 20 minutes.

Get off the train at MELUN and take the 2nd exit on the left on the train platform, following the sign « place de l'Ermitage/bus interurbain) ». Get down (immediately on the right) in the stairs to the passageway under the railways and the exit.

When you are facing the exit, your tickets and NAVIGO cards (see below) will be inspected here, there is a sign indicating « BUS 34 / SEINE & MARNE Express ».

To Grez there are 4 stops in this bus, 2 in Fontainebleau, the next one is Bourron-Marlotte (Pavé du Roy), then Grez-sur-Loing (Les Fours).

At Grez-sur-Loing, you will have about 10 minutes walking to the Hôtel Chevillon.

Look at the map below to find your way, you have to cross the main road which the bus arrives on by going in the passage under the driveway.

### Monthly transport card – NAVIGO

There is a transport card throughout the IIe de France called Pass NAVIGO and costs 70 € per month (valid a full calendar month, 1-31) + 5 € for the magnetic card. This can be purchased at the airport in RATP or SNCF Transilien doors. A photo is needed. All means of transport can then be used, except the Air France buses, in the region IIe de France also called The Paris region. A monthly card is earned if, in addition to the return trip between the airport and Grez, you make one trip to Paris and a couple of trips to Nemours, Melun or Fontainebleau in the relevant month.

Map of the RER system http://www.ratp.fr/informer/pdf/orienter/f\_plan.php?nompdf=rer

Train times Charles de Gaulle, Gare de Lyon towards Melun. The link below can be used in either direction

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### Walkway to the Hôtel Chevillon in Grez from the bus from Melun

