

INFORMATION & IMPORTANT POINTS FOR CONFERENCE ORGANISERS

Specific matters relevant to your conference/event will have been dealt with directly by the Conference Office. The purpose of this note is to highlight some general points which apply to everyone at St Catherine's and we ask that you please brief your delegates accordingly prior to/at the beginning of your event:

- 1) We have a firm "no smoking indoors" policy and we ask that anyone wishing smoke does so **only** at the designated external smoking points shown on the attached site plan. Smoking is NOT permitted in bedrooms and charges may be levied if guests have been found to have done so.
- 2) Events/organisers must take steps to ensure that they have up to £5 million cover under public liability insurance in place before arrival.
- 3) If bringing *discreet* signage along for your event, **please DO NOT ever use blu/white tac to stick this to the brick walls.** We have many listed buildings on site and such means of sticking can be very damaging to the listed brick work. You may use sellotape on the brick /concrete surfaces or blue/white tac only on the existing metal sign boards. Small self-supporting banner signs are also fine. Please carefully remove all signage etc. before departure.
- 4) We ask that any cycles are parked only in the designated areas containing cycle stands and not left against walls.
- 5) There are **very** limited parking facilities at the College and organisers should check with the Conference Office regarding any requests for potential parking spaces well in advance of the event. **Organisers are asked to be very clear with delegates that parking is NOT generally available** and that therefore the use of Park & Ride is recommended.
- 6) Conference organisers should inform all delegates that it is unusual for the College to accommodate any children under the age of 18 (and this should not be encouraged).
- 7) Out of respect for all residents, we ask that everyone is quiet between midnight and 08.00 (with the exception of use of the JCR/bar for post-banquet entertaining).
- 8) Breakfast is taken in the main Dining Hall at any time between 08.00 and 09.00hrs.
- 9) We ask that organisers please remind speakers/delegates that printing should be completed **before** arrival wherever possible. Printing services on site will be charged back to the event and may only be available with 24 hours' notice.
- 10) Organisers should please make delegates aware that fire procedure details and a site map showing fire assembly points are located on the back on each bedroom and meeting room door. They should also direct the delegates to the link to the General College Rules Factsheet found on our web site.
- 11) We ask that all persons follow the instructions of Lodge Porters in the event of a fire or emergency.
- 12) We ask guests to contact the Lodge in an emergency or if they see something suspicious (01865 271700).
- 13) We recommend that delegates lock their bedroom doors at all times – the College accepts no liability for any items brought on site and so personal travel insurance policies are recommended where applicable.
- 14) We ask you not to divulge any entry door codes (where applicable) to anyone you do not know.
- 15) Check-in is at the Porters' Lodge from 14.00 onwards. Late check-ins are not a problem as the Lodge is manned 24/7.
- 16) On arrival all guests are required, under the Immigration (Hotel Records) Order 1972, to submit their full name, address and nationality. Non-UK guests will also be required to provide the number and place of issue of their passport, their nationality and their next destination. These records must be kept for at least 12 months and be available for inspection by any police officer. If you already have this information as part of your event registration, please let us know.
- 17) All bedrooms should please be vacated **promptly by 10.00hrs** on the day of departure (as they may be required for other guests that afternoon). Secure luggage storage is available at the Lodge if required. Organisers should please highlight this clearly to all delegates as charges may be issued for late check-outs or unreturned keys.
- 18) St Catherine's is a campus that has natural hazards. There are control measures in place but all risks cannot be eliminated. Visitors are respectfully reminded of their responsibility to take care of themselves throughout their visit.

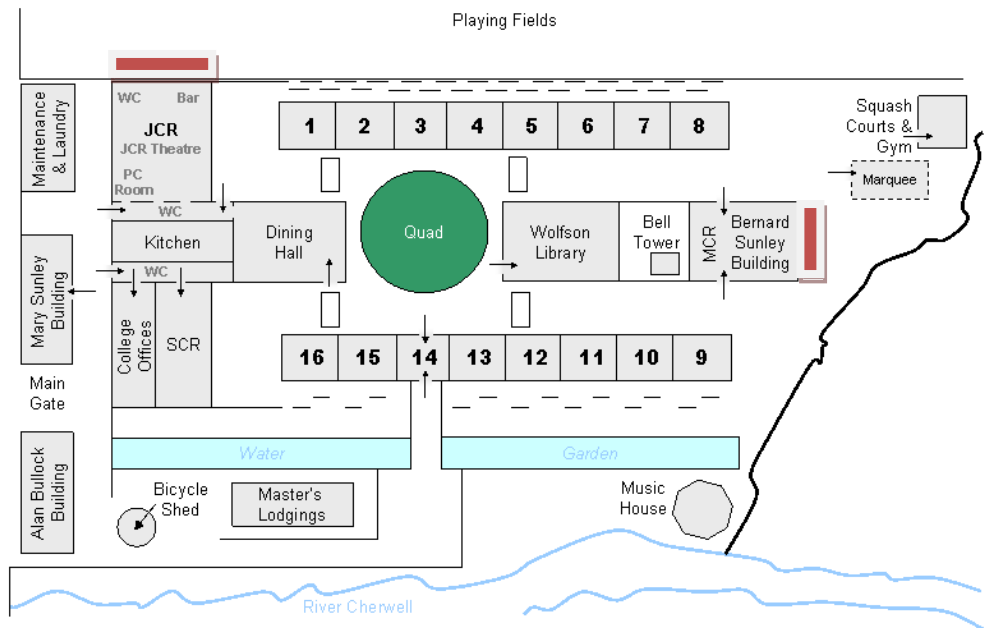
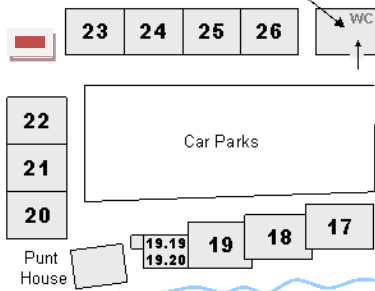
Finally, we hope that you and your delegates enjoy your time at St Catherine's!

St Catherine's Site Plan




St. Catherine's College

The Arumugam Building
- Porters' Lodge
- Seminar Suites



Key:

 External designated smoking areas

 Accommodation staircases