



# SIDNEY SUSSEX COLLEGE

GUEST INFORMATION



SIDNEYSUSSEX  
— CONFERENCES —

# Welcome to SIDNEY SUSSEX COLLEGE

Sidney Sussex is conveniently located at the very heart of historic Cambridge, a medieval city renowned throughout the world for its beauty, history and academic tradition.



We hope you will find the following information useful during your stay.

## Checking In

Rooms are available to check in from 1.00pm on the day of arrival. However, rooms may be available for early arrival by prior arrangement.

Please check in and collect your key from the Porters' Lodge by the main entrance unless other arrangements have been made.

Please note that, despite their title, College Porters do not carry guest bags.

Under the Immigration (Hotel Records) Order 1972, we must keep a record of the full name and nationality of all residential guests over 16 years of age. We will therefore ask you to complete a form on arrival. Guests not holding a UK passport must also record the number and place of issue of their passport, their nationality and their next destination.

## Checking Out

On the day of departure visitors are required to vacate their bedrooms and return keys to the Porters' Lodge by 10.00am unless a prior arrangement has been made with the Housekeeper.

Please ensure that you return your key before leaving. A £25 charge will be made if any room key is not returned before departure.

No luggage may be left in bedrooms after 10.00am on the day of departure. If you need to store your luggage temporarily, please ask at the Porters' Lodge.

If you have any comments or complaints regarding your stay, please inform a member of staff or complete the feedback card available in the Porters' Lodge, before you depart.





# Accommodation

**Bedrooms** are supplied with soap and towels. Most rooms have hand basins but in some buildings WCs, showers and bathrooms are shared between visitors.

Rooms are serviced daily, but for environmental reasons towels are changed less frequently. Clean towels and extra blankets may be obtained from the Bedmaker, Housekeeper or Porters on request.

**Tea and coffee making facilities** are provided in all bedrooms and will be replenished by the Bedmaker.

Visitors are asked not to interfere with the fittings or fixtures in the room.

Electrical adapters are available to buy from the Porters' Lodge.

**Wireless internet access** is available in all bedrooms.

Your personal log in details can be found in the welcome folder that will be issued when you check in. If these details are not available please contact the Porters' Lodge.

**Other Residents** are in residence all the year round. There are always some members of the College, senior and junior, on site whose rooms may be near to those occupied by visitors.

We would ask you to avoid disturbing other residents by playing music or musical instruments etc at night. All music must be turned down to a level inaudible outside your own room after 11.00pm.

# Facilities

**Breakfast** is served in the College Hall at the following times, unless you have made special arrangements with the Conference Office.

Monday - Saturday      7.30am to 9.30am      |      Sunday      8.00am to 10.00am

If these times change for any reason, the correct times will be displayed at the Porters' Lodge. Other meals must be arranged prior to arrival.

## Gardens

You are welcome to stroll or sit in the Fellows Garden and Cloister Court and enjoy the peace and quiet of the magnificent surroundings. The Masters' Garden is, however, strictly private. A guide to the gardens may be purchased from the Porters' Lodge.

## Gym

The gym can be used by guests staying a minimum of four nights. Guests are required to complete a short health questionnaire and have short a gym induction, which is subject to staff availability. Current charges are available from the Porters' Lodge.

**Launderette Facilities** in the College are all operated on a pay as you go card system. Cards are available from the Porters' Lodge. An iron and ironing board are available in each Laundry Room.

**The College Library** is not available for use by guests.

**Photocopying/Fax Services** may be provided by arrangement with the Conference Office.

**A Guest Computer** is available for guests to use if required. Please contact the duty porter to gain access.





# Porters Lodge

The Porters' Lodge is open between 6.00am and midnight.

Enquiries outside of these hours should be restricted to emergency issues only.

## **Emergencies**

In the event of an emergency, please contact the Porters' Lodge on 01223 338800 or 07774 017631.

**First-aid facilities** are also available in the Porters' Lodge.

## **Gate Times**

The main gate by the Porters' Lodge is closed at 10.00pm. Room keys also unlock the wicket gate (the small door within the main entrance gate).

The main gate is usually open at 6.00am; please inform the Duty Porter if you will be leaving before this time.

## **Taxis**

The Porters' Lodge can arrange taxis on request.

## **Communications**

Mail should be addressed to "Name, Conference, c/o Sidney Sussex College, Sidney Street, Cambridge CB2 3HU".

Telephone messages can be left with the Duty Porter but it is your responsibility to check whether any message has been received for you.

If you are going to be absent for any part of your stay, you should advise the Duty Porter so that they can let any callers know that you are unavailable.





# Safety & Security

## Badges

It would be helpful to College staff if conference delegates could wear their badges at all times.

## Fire Precautions

It is vital that you familiarise yourself with the Fire Instructions displayed in your bedroom. In particular, you should acquaint yourself with the fire exits out of your building and your Assembly Point.

Under no circumstances should fire alarms or fire extinguishers be tampered with and you should bring any unserviceable equipment to the attention of the Duty Porter as soon as possible.

## Keys

All external doors to buildings on the College site are kept locked. To gain access, it will be necessary to enter an access code on the key pad by each door. You will have been given the access code to your building along with your room key by the Porters' Lodge on arrival. It is important that you do not divulge the code to anyone else as this may compromise the security of your building.

You are strongly recommended to ensure that the door is locked and windows are closed whenever your room is unoccupied.

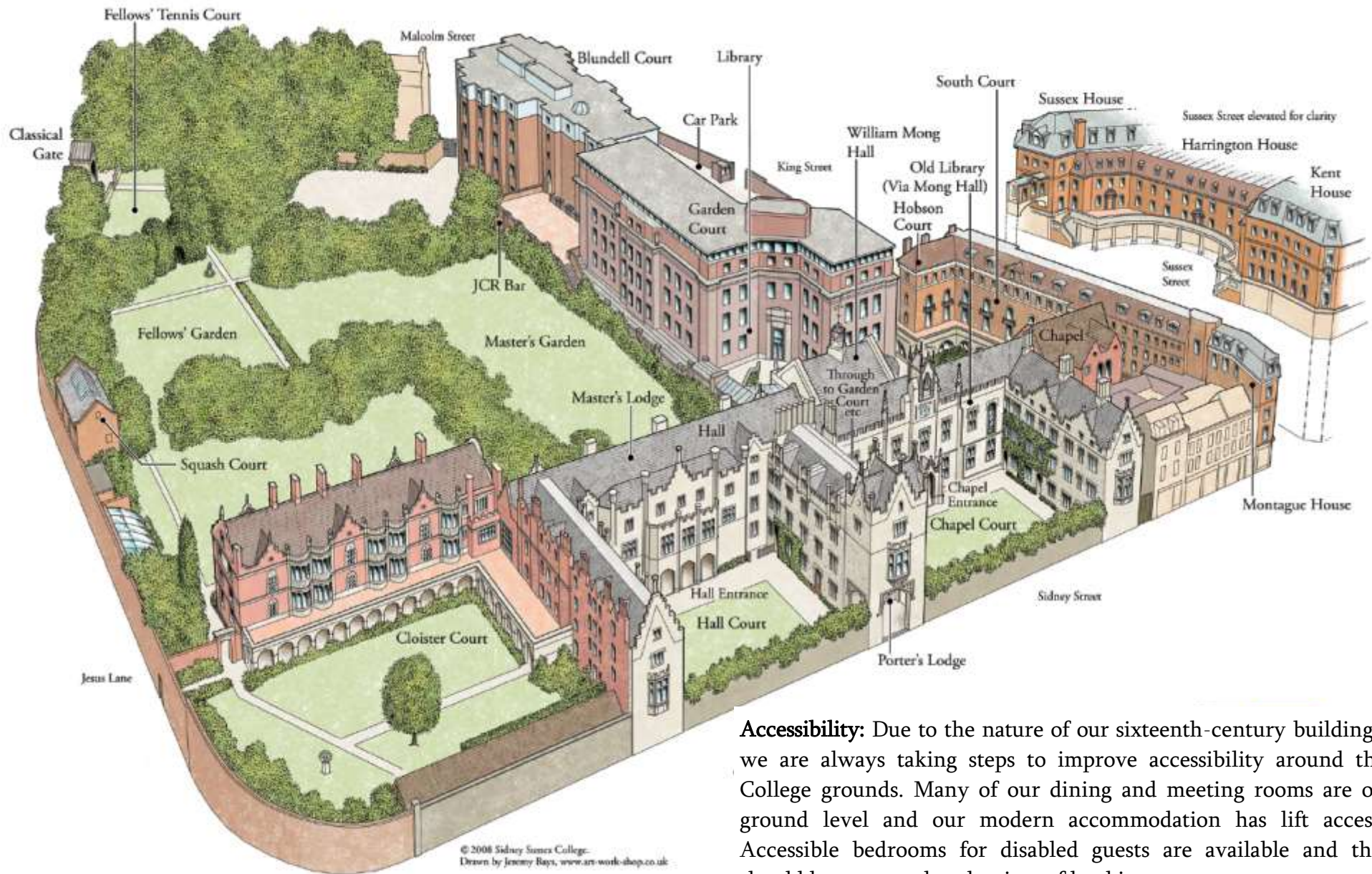
## Personal Property/Luggage

The College does not accept any responsibility or liability in respect of loss or damage to any property brought on to the premises by or on behalf of any persons.

## Smoking Policy

It is the policy of the College that smoking is not permitted in any College buildings (including bedrooms) or within 5 metres of a door, window or enclosed area such as cloisters, archways or covered walkways.





**Accessibility:** Due to the nature of our sixteenth-century buildings, we are always taking steps to improve accessibility around the College grounds. Many of our dining and meeting rooms are on ground level and our modern accommodation has lift access. Accessible bedrooms for disabled guests are available and this should be requested at the time of booking.



# Directions

The college is located at the heart of the city centre. Should you ask the way, it is worth remembering that the college is opposite Sainsbury's - not everyone knows where the college is, but nearly everyone knows where Sainsbury's is!

**By Rail:** Sidney is approximately twenty minutes walk from Cambridge railway station - follow Station Road, Regent Street, St Andrews Street and then Sidney Street. There are regular buses to the city centre - numbers 1, 3 and 7 will all take you to the city centre. There is also a taxi rank outside the station.

**From Drummer Street Local Bus Station:** The College is a five-minute walk: take Emmanuel Street - not Emmanuel Road - then turn right into St Andrews Street, and keep straight on for Sidney Street.

**From Parkers Piece National Coach Stop:** Follow Parkside, which then becomes Parker Street. Turn left into Emmanuel Street - not Emmanuel Road - then turn right into St Andrews Street, and keep straight on for Sidney Street.

**By Car:** Both traffic and parking in Cambridge are a nightmare, and unfortunately, College is unable to offer parking on site. By far the best approach is to use one of the city's five **Park and Ride** sites. There are also some **multi-storey car parks** and **pay-and-display car parks**, but these are hugely expensive and often full. However, should you wish to fight the traffic and pay up, the closest to Sidney is Park Street car park which is accessible only via Victoria Avenue, Maids Causeway and then Jesus Lane.



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Once you're here, Cambridge is a city well worth exploring, with a unique blend of heritage and modernity, as well as its position as a global focal point for business, commerce and academia. Our College website provides links to several maps and a list of ideas for things to do and see.