



## Guest Information

### Welcome to Sidney Sussex College

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



Porters' Lodge

**Check in** is available from midday on the day of arrival, but may be available earlier 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. If you are going to arrive after 10pm, please inform the Porters on 01223 338800.

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. Guests not holding a UK passport must also record the number and place of issue of their passport, their nationality and their next destination.



Breakfast

**Check out** on the day of departure is required **10.00am**. Please vacate bedrooms and return keys to the Porters' Lodge. No luggage may be left in bedrooms after this time. If you need to store your luggage temporarily, please ask your Conference Organiser where you may deposit it.

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

Monday – Saturday 7.30am – 9.00am  
Sunday 8.30am – 10.00am



Single ensuite room in Blundell Court

**Bedrooms** are supplied with soap and towels; extra blankets may be obtained from the bedmaker or Housekeeper on request. Most rooms have wash-hand basins but in some buildings WCs, showers and bathrooms are shared between delegates. Rooms are serviced daily. Visitors are asked not to interfere with fittings or fixtures in rooms.

Tea and coffee making facilities are provided in all bedrooms and replenished by the bedmaker.

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

**Internet** is provided in all of our bedrooms at no additional charge. Wireless internet is available in our meeting rooms and the ensuite rooms in Blundell Court. Wired internet access is available in standard single rooms.

Internet access may also be possible using a computer provided by the College for guests' use. Please contact the Porters' Lodge or Conference Office if this facility is required.



Standard room in Cloister Court



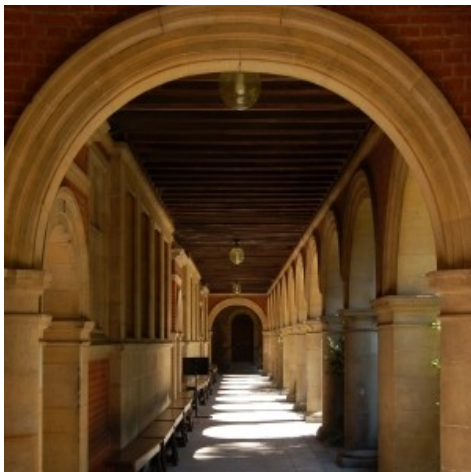
Ensuite room in Blundell Court



Gym



Fellows Garden



Cloisters



Cloister Court

**In the event of an emergency**, please contact the Porters' Lodge, which is open between 6.00am and midnight. Outside these hours please call 01223 338800 (emergency issues only). First-aid facilities are available in the Porters' Lodge.

It is vital that you familiarise yourself with the Fire Instructions displayed in your bedroom. You should acquaint yourself with the fire exits and your Assembly Point. Under no circumstances should fire alarms or extinguishers be tampered with. Please notify the Duty Porter of any unserviceable equipment as soon as possible.

#### **Facilities available for use by guests:**

- The newly completed **gym**, can be used by guests staying for a minimum of four nights. Guests are required to complete a short health questionnaire and have a gym induction by a member of staff before using the gym. This induction can be prearranged or organised on arrival although this is subject to staff availability and may not be possible at weekends. Current charges are available from the Porters' Lodge.
- We have a single **squash court** in the College grounds, available free of charge from 8am-8pm. Bookings must be made on arrival. You will need to bring your own equipment.
- The College has a number of **launderette facilities** operated on a pay as you go card system with cards available from the Porters' Lodge. An iron and ironing board are also available.
- You are welcome to enjoy the peaceful, magnificent surroundings of the **Fellows Garden** and **Cloister Court**. The Masters' Garden is strictly private. A guide to the gardens may be purchased from the Porters' Lodge.
- The **television room** is located in Cromwell Court.
- A **public telephone** is located in the ground floor foyer of Garden Court. There is another on the left of the main staircase in Cromwell Court. Both only accept major credit cards.
- **Photocopying and fax facilities** can be provided by arrangement with the Conference Manager.
- The Porters' Lodge can arrange **taxis** on request or you could contact Camcab on 01223 704704.

**Smoking** is prohibited inside any College buildings, including bedrooms, or within 2 metres of a door, window or enclosed area such as cloisters, archways or covered walkways.

**Accessible bedrooms for disabled guests** are available and should be requested when booking.



Chapel Court



Classical Gate



Porters' Lodge



Chapel Court

**Other Residents** There are always some senior and junior members of the College in residence and because of this the College Library is not available for use by guests. We would ask you turn all radios and hi-fis down to a level inaudible outside your own room after 11pm to avoid disturbing other residents.

**Keys and Security** All external doors to buildings on the College site are kept locked. Access codes, given out on arrival along with your room key, are necessary to enter the buildings. 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. 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.

The main gate by the Porters' Lodge is closed at **10.00pm** but room keys unlock the wicket gate (the small door within the main entrance gate). The main gate is usually open at 6am; please inform the Duty Porter if you will be leaving before this time.

**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.

**If you have any further questions**, please contact the Conference Office on 01223 338850 or [conference@sid.cam.ac.uk](mailto:conference@sid.cam.ac.uk) or see our website: [www.sid.cam.ac.uk/confer](http://www.sid.cam.ac.uk/confer)

## Travelling to Sidney

The college is located at the heart of the city centre. The front gate and Porters' Lodge are on Sidney Street (Marker 'A' on the map), and the back gate is on Hobson Street (Marker 'B' on the map).

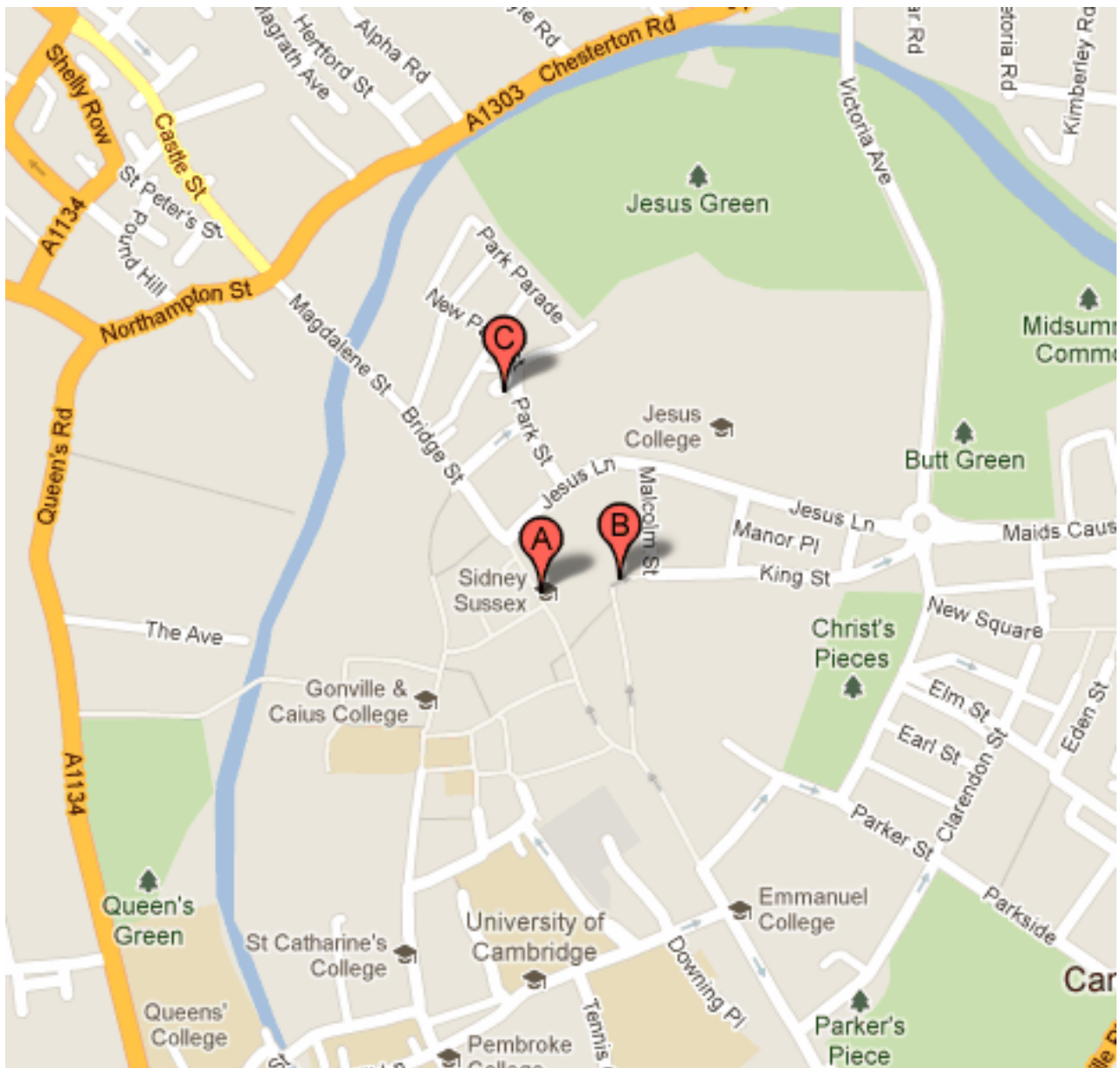
Should you ask the way, it is worth remembering that the college is opposite Sainsbury's - not everyone knows where the college is, but nearly everyone knows where Sainsbury's is!

**By Rail** Sidney is a twenty-minute 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 Drummer Street bus station.

There is also a taxi rank outside the station. Taxis between the station and the College cost approximately £7 per single journey.

**From Drummer Street Bus Station** The College is a five-minute walk from Drummer Street bus station. Take 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 by far the best approach is to use one of the city's five Park and Ride sites, as follows:

- West (off the A45) - Madingley Road Park & Ride,
- East (off the A14) - Newmarket Road Park & Ride
- North (off the A10) - Milton Park & Ride
- Southeast (off the A604) - Babraham Rd Park & Ride
- Southwest (off the A10/A1301/M11) - Trumpington Park & Ride.

The Park and Ride sites are all well signposted off the major routes into Cambridge. The number 77 bus serves the Madingley Road and Newmarket Road sites, the number 99 serves the Cowley Road and Babraham Road sites, and the number 88 serves the Trumpington site. Parking is free; the return bus fare is £2.60.

Visitors approaching Cambridge from the South are advised to take the M11 and exit at Junction 13, which is adjacent to the Madingley Road Park and Ride site.

**Car parking** is unfortunately not available on site, however Park Street multi-storey car park is only a short distance from the College. Alternatively, guests can use the Park & Ride Scheme or arrive by train. The station is a 20 minute walk or taxi services are available outside the Station entrance. Taxis between the station and the College cost approximately £7 per single journey.

NOTE: School parties travelling to an Open Day by coach should be aware that car parks in Cambridge city centre are restricted to short stay only. If overnight parking for coaches is required they would be well advised to use the Park and Ride facilities and make their own arrangements with the Park and Ride authority (Manager's telephone no. 01223 718167).