

# Information for Guests



 St Catharine's College  
Cambridge

Catering and Conference Department  
St Catharine's College, Cambridge CB2 1RL  
+44 01223 336433 | [conference@caths.cam.ac.uk](mailto:conference@caths.cam.ac.uk)

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## Information for Guests

It is our pleasure to welcome you to St Catharine's College, Cambridge. Please find further details below relating to your stay with us.

### Reaching the College

#### *Parking*

We regret that we are unable to offer any parking at St Catharine's. Public car parks are available within the city centre and there are 5 Park & Ride sites located on the outskirts of Cambridge. For further details please visit <https://www.cambridge.gov.uk/parking> or <http://www.cambridgeshire.gov.uk/transport/around/park-ride>

#### *Rail*

Cambridge train station is a 15-minute walk away from the College and provides services to both London Kings Cross and London Liverpool Street, as well as regional services within East Anglia. Taxis to the station are available and cost approximately £7.00.

#### *Taxis*

We recommend the following taxi companies in Cambridge:

|          |              |
|----------|--------------|
| Panther  | 01223 715715 |
| A1 Cabco | 01223 313131 |

There is a free phone located in the Porters' Lodge which can be used to call taxis independently.

### Arrival and departure

#### *On arrival*

Please kindly report to the Porters' Lodge on arrival. For residents, check-in is from 2pm. Limited luggage storage is available at the Porters' Lodge for those who arrive early. The Lodge is open 24 hours a day.

#### *On departure*

Guests are asked to vacate rooms by 10am and return their keys to the Porters' Lodge. Limited luggage storage is available at the Porters' Lodge. Please note that any lost keys will incur a charge of £30.00. Note that guests who do not vacate their rooms on time are liable for an additional night's charge.

## Services for guests

### *Complimentary computer and internet access*

Wi-Fi is available for guests in all of our accommodation rooms, public areas including the McGrath Centre, bar, meeting rooms, libraries, computer rooms and outside in the courts.



Network: StCatharinesCollegeGuests  
Password: WirelessfortheWheel

For those guests who are already configured to use eduroam, you will be able to automatically use this in wireless areas. Computer and printing facilities are available in Woodlark basement, down the stairs from the Porters' Lodge.

If you need help configuring your computer, please contact the IT Office on 01223 339089.

### *Housekeeping*

Rooms will be serviced Monday to Friday between 9am and 2pm by the bed makers. If guests do not wish to be disturbed, they are asked to leave the card provided outside their rooms. Additional towels, blankets, tea and coffee are available from the Porters' Lodge alongside a limited number of irons, ironing boards and hairdryers. If you wish to discuss your needs with our Housekeeping Department, please contact them on 01223 368705 or via the Porters' Lodge.

The College is working hard to reduce its impact on the environment and to help us in this respect, towels will be changed as required. If guests require an additional change please ask your bed maker. Beds are changed on a weekly basis.

Guests are kindly asked to use the toilet and not the bins to dispose of tissue paper. Bags for sanitary products are also provided.

### *Laundry*

Coin operated laundry rooms are available for residents' use. Please ask at the Porters' Lodge for directions and access card. A change machine is also provided.

### *Food and drink*

Complimentary Fairtrade tea and coffee are available in our bedrooms.

Unless otherwise arranged, all meals are served in the Dining Hall. Breakfast is normally served between 7.30am and 9.00am from Monday to Friday and from 7.30am to 9.30am on Saturday and Sunday. Lunch is served between 12.30pm and 1.30pm and dinner is served from 6.00pm to 7.00pm. We are able to accommodate guests' dietary requirements providing we are given advanced notice.



### *Café and Bar*

The Catz Café in the McGrath Bar is open Monday to Friday from 9:00-14.30 unless otherwise advertised. The Café sells a range of cold snacks and hot and cold drinks, including Fairtrade items. The College Bar will be available most evenings and is located downstairs in the McGrath Centre. Opening times and availability will be posted outside the Bar and in the Porters' Lodge.

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## College Information

### *The Porters' Lodge*

As first point of contact within the College, the Lodge is staffed almost continuously every day of the week. The Porters are responsible for all room keys, security in College, fire safety, first aid, telephone and post reception and general advice about College services and visiting the city of Cambridge. The Lodge is also where you can store luggage and register any issues you might have during your stay.

### *Emergencies or illness*

In case of emergency or illness, please contact the Porters' Lodge on +44 (0) 1223 338300 in the first instance as all the Porters are trained first-aiders. Visitors to the College have a responsibility to ensure the safety of themselves and others. All accidents on College property must be reported; forms are kept in the Porters' Lodge.

### *Access to Buildings and Grounds*

Guests are provided with a key which allows access to staircases and gates around College. Please ensure that these gates/doors are closed behind you to ensure the safety and security of other users of the College. Please note that the main gate of the College is closed from 11pm each night and your key will be required for access.

### *Valuables*

Cambridge is a busy tourist city and guests should be careful with their valuables. Please be aware that some areas of the College are open to the public. Please ensure doors and windows are locked when you leave your room. The College regrets that it cannot accept liability for any loss or damage to personal possessions.

### *Chapel*

Barely altered over the last three hundred years, St Catharine's beautiful Chapel is open daily for reflection and prayer, no matter what your religion or faith may be.

### *Noise and behaviour*

The College is a community of academics, scholars and staff who work all year round. Guests are asked to treat College property with respect. Rudeness towards staff will not be tolerated; guests acting inappropriately may be asked to leave, with no refund given.

Guests are requested to consider the comfort and convenience of other residents and refrain from creating any noise or disturbance after 11.00pm.

### *Fire safety*

Visitors should familiarise themselves with the fire safety signs displayed in all College rooms. Any queries about fire safety can be raised directly with the Head Porter.

### *Smoking*

The College is a completely smoke-free environment and smoking is not allowed in any rooms or on College grounds.

### *Maintenance*

If you find a fault with your room or something is not working please report this to the Porters Lodge.

### *Gardens*

Visitors must not walk or sit on the lawns in Main Court or Sherlock Court.

### *Library*

The College Library is not open to conference delegates, unless arrangements have been agreed in advance by the Conference Office and the Librarian.

### *Taxis Freephone*

There is a free phone located in the Porters' Lodge which can be used to call taxis independently.

### *Further enquiries*

If you have any other questions before or during your stay with us, please do not hesitate to contact us using the details below.

### *College Contacts*

|              |               |             |              |                              |
|--------------|---------------|-------------|--------------|------------------------------|
| Conference   | Monday-Friday | 09:00-17:00 | 01223 336433 | conference@caths.cam.ac.uk   |
| IT and AV    | Monday-Friday | 08:30-16:45 | 01223 339089 | it.office@caths.cam.ac.uk    |
| Housekeeping | Monday-Friday | 07:00-15:00 | 01223 368705 | housekeeping@caths.cam.ac.uk |
| Maintenance  | Monday-Friday | 08:00-16:00 | 01223 338333 | maintenance@caths.cam.ac.uk  |

For any queries outside of these hours, please kindly contact the Porters Lodge on +44 (0) 1223 338300 or [plodge@caths.cam.ac.uk](mailto:plodge@caths.cam.ac.uk).

We wish you a very enjoyable stay at St Catharine's.