

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

 St Catharine's College
Cambridge

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.

Smoking



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

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, 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 336438.

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 on the hook. Additional towels, blankets, tea and coffee are available from the Porters' Lodge. If guests wish to discuss their 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 and ironing

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

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Maintenance

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

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.

Taxis

We recommend the following taxi companies in Cambridge. There is a free phone located in the Porters' Lodge that can be used to call taxis independently.

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

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 Gardens

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

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.

Library

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

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.

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| 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.

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