

## Delegate Information

**Banks:** Most banks in Durham open between 9 am and 4 pm from Monday to Friday. Some offer a restricted service on Saturdays. Cash machines can be found in the Market Place.

**Car Parking:** Limited parking is available a 10 minute walk from College. Please contact the Conference Office for further details – charges apply.

**College Chapel:** There are no services during vacation times but the chapel is open every day for private prayer.

**Emergencies:** In the event of an emergency please contact Reception or the Duty Porter 0191 3343358 (after hours Porter – 07968 690830)

**Fire Regulations:** Please ensure that you read the Fire Action notices posted on each bedroom door and identify your closest emergency route. In the unlikely event of the alarms sounding, we ask guests to treat the situation seriously and immediately vacate the buildings. Please await further instructions at your designated assembly point. **Do not attempt to re-enter the building until you are told it is safe to do so.** The alarms are normally tested on Wednesday afternoon, and guests will be given advance notice of this.

**Guests:** Guests brought into the College by delegates are the responsibility of their hosts. Guests may not remain in the College between midnight and 7 am.

**Licensed Bars:** The College has two bars, one in the Quad and one below stairs. They will be open by prior arrangement.

**Mail:** Mail addressed to conference delegates can be collected from Reception. The nearest postbox is at the Gatehouse to the Cathedral Close.

**Medical:** The College has first aid facilities but no resident medical staff. In an emergency, please contact Reception/Duty

**Porter:** Please report any accidents to Reception.

**Personal:** The College does not accept liability for the loss or damage to personal property brought onto the premises. Delegates are advised to always keep their rooms locked.

**Check-in & Keys:** Residential Delegates should check-in at the Reception in Main College, where room keys will be issued. Please return your key on departure otherwise a charge may be made.



**Rooms:** Rooms are supplied with toiletries and towels. Extra blankets and other housekeeping items can be requested from Reception.

**Security:** The College door will normally be locked at midnight – the College key will allow you 24-hour access to the building. It is strongly recommended that delegates lock their rooms at all times. The College is not insured for loss or theft of any items belonging to visitors to the College. In an emergency, the duty porter may be contacted on 07968 690830

**Smoking:** The College is a no-smoking area.

**Taxis:** Reception / duty porter will be happy to arrange taxis for delegates. Early booking is suggested as the local taxi companies are kept busy during the conference season.

**Telephones:** Inward messages for delegates may be left on +44 (0) 191 334 3358.

**Tourist Information:** Tourist Information is available in the covered market in the city centre. Durham no longer has a dedicated Tourist Information Office.

**Vacating Rooms:** Please ensure that you vacate your room by 10am on the day of departure. Please ask at Reception if you need somewhere to store your luggage after this time. Please ensure that you return your key to the College Office when you depart.