

## **Worcester College Guest Rooms Detailed Information Sheet**

### **Charges**

Current Member making booking : £39 per person, per night

Former Member making booking: £47.00 per person per night

External bookings offered for short-notice gaps only: Guest Room £55 per person per night

### **Usage**

The Guest Bedrooms are offered for short duration visits primarily by Worcester current and former Members, their relatives, friends and colleagues. As the host, Members are responsible for their guests' well-being and should be available to take care of them during their stay and to deal with any difficulties that arise. In particular, Members are responsible for ensuring their guests observe check in/out times and housekeeping arrangements; treat the Guest Room, College site and staff respectfully; and understand that the facilities are not of hotel

### **Arrival**

Rooms are available from 2pm on day of arrival. The room key can be collected from the Lodge Reception, which has 24 hour staffing. Please advise anticipated arrival time if after 11pm, so that we can alert the Night Porter.

### **Departure**

Rooms must be vacated by 10am on day of departure, and the key returned to the Lodge Reception.

### **Length of Stay**

Maximum of 3 consecutive nights within any calendar month for Guest Rooms.

### **Availability**

Given the scarcity and inexpensiveness of the accommodation, Guest Bedrooms are in very heavy demand throughout the year. Members are advised to book well ahead, and not to presume availability for their dates.

### **Bedrooms**

There are four single study-bedrooms (two with en-suite facilities, two with a shared bathroom) and one en-suite double study-bedroom. Tea and coffee making facilities are provided in every room.

One Guest Room has some adaptations for guests with mobility needs; please contact us to discuss your specific requirements.

### **Payment**

Payment can be made on arrival in the Porter's Lodge by credit/debit card, cash or cheque.

### **Cancellation**

ONE WEEK'S NOTICE in writing/by email to the Conference Office is required to cancel a booking without financial penalty; otherwise the booking will be charged in full. The College reserves the right to cancel a booking at any time. The College will endeavour to give one months' notice, but this cannot be guaranteed.

### **Catering**

Breakfast is included in the room price and is available in the Dining Hall from 8.15am and 9.00am Monday to Saturday and between 9.00am and 10.00am on Sundays.

### **Parking**

Guest Room users are welcome to use the College car park, subject to finding an available space.

### **Cleaning**

Bedrooms are cleaned daily on weekdays. Linen is changed between bookings on weekdays only. Housekeeping services are not provided at weekends nor in holiday periods.

### **Children/Pets**

These bedrooms are not suitable for children under 16 years of age nor for babies. Please note that pets are not allowed in College accommodation.

### **Smoking**

Please do not smoke in these rooms.

### **Insurance**

No insurance is provided by the College for guests' personal belongings.