

Bangor University - Guest Information

Thank you for your booking with Bangor University. The following is some useful information for your visit:

Level of Service

Tea & Coffee making Facilities Free Internet Access Bed Linen & Towel provided

You will have access to shared kitchen facilities which contain a fridge, freezer, hob, oven, microwave, toaster and kettle. We do not provide any kitchen utensils, crockery or cutlery. You will share access to these kitchen facilities with other guests in the flat.

Arrival

Please pick up your room key from our reception desk after 2.00pm on the day of arrival, the desk will be open from 9am to 8pm Monday to Sunday and is situated in the Neuadd Reichel building. If you are arriving after 8pm, you can collect your key from the security lodge, which will be open 24hrs. If you are arriving before 2:00pm, the reception team can arrange luggage storage.

Departure Time - 9.30AM

Your keys <u>must</u> be returned to reception by 9.30am on the day of your departure so our housekeeping team can prepare the room for the next guest.

Use of Internet

You are welcome to use the Internet connection with your own laptop. Please contact site reception for a valid user name and password. You will need to read and sign our acceptable use policy.

Personal Possessions

Please do not leave any personal items in the corridors or kitchen. Left property, all clothing items will be disposed of, for all other items we will make every reasonable effort to locate the owner and return it. If we cannot locate the owner and an item is not reclaimed within 3 months of departure it will be disposed of.

Smoking

This is prohibited anywhere in the building and 5 metres away from entrance hall.

Lost Key

Please note there is a £15.00 non-refundable charge for lost keys.

Laundrette

There are two on site, one located near the reception area and the other located opposite the Security lodge. Both are coin operated.

Car Parking

Any vehicle parked on the University site must display clearly a valid parking permit. A permit can be collected with your room key from the reception desk when you arrive.

Heating Arrangements

The heating system is on a timer in all bedrooms. Before reporting a problem with your heating, please check that the heater socket is switched on.

Shower Please keep the door to your shower room closed when in use as steam from the shower can activate the sensitive fire alarm.



Useful Telephone Numbers You can use the phone in the kitchen for internal University calls (*in italics*)

Ffriddoedd Security	01248 38 3472
University Security	01248 38 2795
Conference Office	01248 38 8088
University Switchboard	01248 35 1151
Maes Glas Sports Centre	01248 38 2571
Ysbyty Gwynedd Hospital	01248 38 4384
NHS Direct Wales	0845 46 47
Tourist Information	01492 53 1731
ACE Cabs	01248 35 5355
Chubbs Cabs	01248 35 3535

Available 24 hours a day Available 24 hours a day 9am – 5pm 9am – 5pm 9am – 10pm (5pm Sat/Sun) Available 24 hours a day Available 24 hours a day 9am – 5pm Available 24 hours a day Available 24 hours a day

How can you get help: Security

By dialling 3472 or 2795 on the internal telephone or 01248 38 3472/2795 on a mobile telephone. In an emergency **dial 333** using an internal phone located in the kitchen of your accommodation or **dial 999** using the external telephone in the security lodge.

Please make a note of your room number & building name when reporting an incident or contacting Reception or Security.

<u>In case of a fire</u>

It is important to familiarise yourself with the instructions in your bedroom. Make sure that you are aware of the nearest fire exit & assembly point, this information is provided in your bedroom.

If you discover a fire:-

- Immediately operate the nearest fire alarm
- Evacuate the area immediately

Evacuation Procedure: -

- Leave the building by the **NEAREST** safe exit.
- **Do not** use the lift
- **Do not** stop to collect personal belongings
- Do not re-enter the building unit instructed to do so by the Fire Brigade or a member of the security staff.
- Proceed to the designated assembly point and await further instruction

The fire alarms are tested weekly in the afternoons and will ring for short intervals only.

Safety and Security

Please lock your bedroom door and the corridor door at all times. Do not leave valuables in open view. If you see anyone or anything suspicious please contact Security immediately.

Electricity

- Please report any fault with electrical equipment to Reception (for example damaged cable, hot plugs etc)
- Never touch electrical equipment with wet hands
- Do not leave heating appliances plugged in or switched on while unattended) e.g. kettle, room heaters, hair dryers etc).
- Guests are permitted to use their own low voltage equipment such as hair dryers, shavers & laptops. Use of all other appliances is strictly forbidden.
- Guests must take full responsibility for the safe use of your own small electrical appliances. Make sure the appliance is safe and has been tested by a qualified electrician.

European Masters Booking Form 2015

Title	Full name
Email	
Address	
Postcode	
Telephone	

Arrival date	Time of arrival (after 2pm)	
Departure date		

Accommodation Type	Rate per person, per night (inc VAT20%)	No's.	Nights	Total
Dinner, Bed and Breakfast	£53.00			£
Bed and Breakfast	£43.00			£
Room Only	£38.00			£
End of Event Buffet Supper 20 th June at Reichel	£20.00			£

Additional Requirements (e.g. Disabled access, dietary requirements etc.) please list on a separate sheet or email.

Any additional guest names please provide below or on a separate sheet if required. If more than six names you will need a group booking form.

The accommodation provided are all single en-suite rooms which each have their own shower. They are based on the Ffriddoedd site and are in 'flats' of eight which share a kitchen. The rooms are situated on the Ffriddoedd site, the main University residential site.

Included in the rate are bed linen and a towel on arrival. There is free internet access in the room. The kitchens are all equipped with a fridge, separate freezer, cooker, microwave, toaster and kettle and are shared with the other occupants of the 'flat'. A basic self catering pack of crockery, cutlery and kitchenware is also provided for each kitchen.

Check in is after 2pm and you must vacate your room by 09.30am on the day of your departure.

Payment

Credit / Debit Card

Name on Card																
Card																
Туре																
Expiry			Valid From								sue					
Date						Nur					umber					
Card Number																

Terms and conditions

Please note that we are unable to accommodate children under the age of 11yrs. All bookings are subject to availability. On receipt of a completed booking form and full payment, our reservations department will confirm your booking by email.

Cancellations received within 24 hours prior to arrival, or non-arrivals, will be charged one night's accommodation. Any cancellations received prior to this will be refunded in full, less a £10.00 exc vat administration fee and will take 21 days to be processed.

Please note that we accept all major credit and debit cards including VISA, MasterCard, and Switch, Solo, Electron, Delta. Rates are subject to availability at the time of booking.

Please note proof of identity will be requested on arrival.

□ I confirm that I have read and agree with the terms and conditions of booking

Signed

Please tell us where you heard of Bangor University accommodation

Date

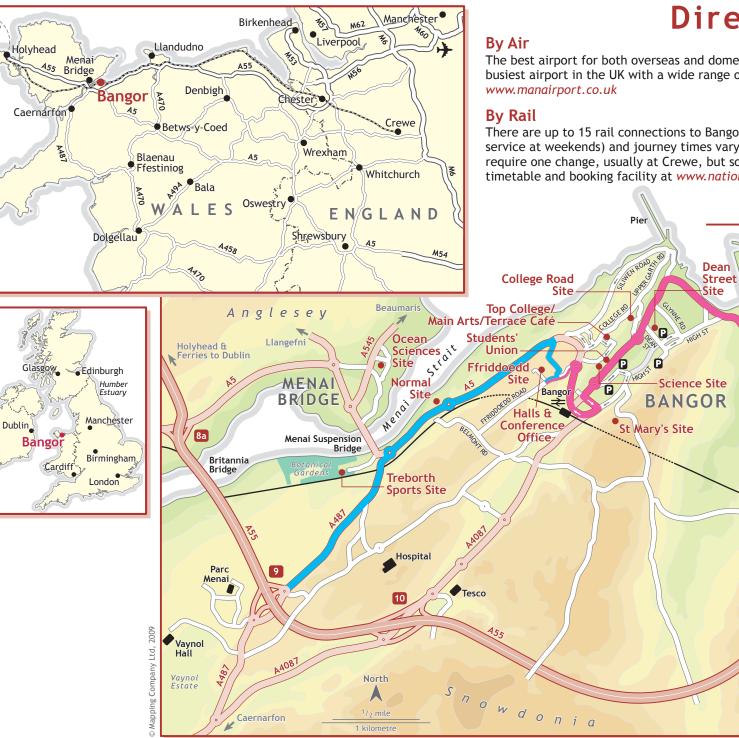
Please return this booking form to: s.hughes@bangor.ac.uk

Bangor University Conference Services Bangor University, Reichel Building, Ffriddoedd Site Ffriddoedd Road, Bangor, Gwynedd, LL57 2TR Tel: (01248) 38 2822

Conferences







Ferry to

Directions

The best airport for both overseas and domestic flights is Manchester. This is the third busiest airport in the UK with a wide range of services. More information can be found at *www.manairport.co.uk*

There are up to 15 rail connections to Bangor each day from Manchester Airport (reduced service at weekends) and journey times vary from 2 hours 15 minutes to 3 hours. All journeys require one change, usually at Crewe, but some require two changes. There is an on-line timetable and booking facility at <u>www.nationalrail.co.uk</u>

Port

Penrhyn

Bangor has excellent rail connections to all parts of the UK with direct trains from London taking as little as 3.5 hours. An on-line timetable and booking facility is available at www.nationalrail.co.uk

By Road

Visitors driving to Bangor are advised to approach North Wales via the M6 and M56 before joining the A55 expressway to Bangor. The M6 provides links to all parts of the UK via the motorway network. Follow the blue or red route to reach the Halls & Conference office.

By Ferry

Chester

A55

Betws-y-Coed

11

High speed and conventional services sail from the Dublin area to the port of Holyhead, 25 miles from Bangor. Convenient ferries from Northern Europe (Holland, Germany and Scandinavia) arrive at ports in the Humber Estuary from where the M62 motorway leads to the M6.

