

Worcester College Guest Rooms Information

Charges:

Current Member making booking: £40.50 single occupancy, £63.00 double occupancy, per night

Former Member making booking: £48.50 single occupancy, £75.00 double occupancy, 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.

Invoices for relatives, friends and colleagues will be sent to the current or former member for payment. We will require payment in advance via bank transfer or credit/ debit card.

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. If the rooms are vacated later than 10am we reserve the right to charge for an additional day.

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

Availability Given the scarcity and good value for the central location 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 two en-suite single study-bedrooms in the lower ground floor of a student accommodation block of Beaumont Street, and two en-suite double study-bedrooms.

Please contact us to discuss if you have any specific requirements.

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 8.00am and 9.00am Monday to Saturday and between 9.00am and 10.00am on Sundays.

Cleaning Bedrooms are cleaned daily on weekdays. Linen is changed between bookings on weekdays only. Housekeeping services are more limited at weekends.

Children/Pets These bedrooms are not suitable for children under 18 years of age nor for babies.

Please note that pets are not allowed in College accommodation, other than assistance pets.

Smoking No smoking allowed in any rooms in College.

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

COVID -19 Procedures:

During these uncertain times we need to keep our community safe and would ask you to follow the COVID procedure below:

To proceed with your Guest room booking you will need:

- LFT negative result prior to visit
- Be able to depart College by your own car or by a relative/friend collecting you.

Should you fall ill during your stay:

- Take an LFT test straight away
- Positive result – Call the Lodge on 01865 278300 to alert them of your situation, advise of any close contacts/ movements and check the safest exit route off site.
- Depart the College as soon as practically and safely possible
- Do not check out at the Lodge – please leave the key in the room
- Avoid any contact with staff or other College members/visitors

Please be aware that as the situation changes we may update our guidance at any time, and we will let you know if we have to cancel the booking. This would be in accordance with any University or Government restrictions <https://www.gov.uk/coronavirus>