

# Scarman

## Delegate Information

### Checking in / out

Rooms will be available after 3.00pm for check in. Please vacate your bedroom and settle any personal charges by 10.00am on your day of departure. Accounts may be settled by cash, Mastercard, Maestro, Visa or American Express.

### Car parking

Free car parking is accessible via a barrier operated system. Disabled parking spaces are available at the front of the car park. Please collect a token from Reception before leaving to exit the car park.



### Reception

Our Reception staff will be pleased to answer your queries between 7.00am – 11.00pm. A Night Porter is available outside of these times. You can contact Reception by dialling 0 from your room. For external callers who know the room number of the person they wish to contact, an automated direct dial facility is available on 024 7657 3176. If you do not know the room number, simply hold for assistance. Should you require a private room to pray, please contact Reception.

### Luggage

If you require assistance with your luggage, please ask at Reception. For your convenience we provide a secure area to store luggage near Reception.

### Meals

Delegates can take advantage of an extensive continental and full English breakfast buffet, followed by a delicious 3-course carvery lunch. Each evening provides an imaginative three-course dinner with a table d'hote menu.

Meals are usually served between the following times:

<b>Breakfast</b>	<b>7.00am – 9.30am</b>
<b>Lunch</b>	<b>12.30pm – 1.45pm</b>
<b>Dinner</b>	<b>7.00pm – 9.00pm</b>

Please check with your Course Tutor or Event Organiser for the specific dining times arranged for your event.

You are asked to respect our informal but smart dress code and not to use mobile telephones in the Restaurant. Two private dining rooms – one with an atrium roof, the other intimate and formal – provide the perfect setting for groups wishing to dine privately. For further information please contact Reception.

We also offer Bar and 24hr room service menus at Scarman.

### Your room

Our 204 luxury, en-suite bedrooms ensure a stylish and relaxing stay. All rooms provide double or twin beds, a spacious desk area, free Wi-Fi as well as a network connection point, plasma TV, radio alarm, tea and coffee facilities, hairdryer, trouser press, iron and ironing board and towels and toiletries. Wake up calls can also be arranged throughout your stay by contacting Reception.

### Coffee lounge / Bar

Our spacious lounge offers unlimited refreshments at any time of the day. With comfortable seating and direct access to a patio and landscaped gardens, it's the ideal place to network. An inviting Bar helps everyone unwind after hours, adding the finishing touch to a successful day. Our Bar is open throughout the day until late with free wireless internet available throughout the venue.

### Business Centre

Our Business Centre and Internet Café are accessible 24 hours a day. They are equipped with PC's containing the latest software and IT applications. You can access the internet free of charge. Fax and photocopy services are also available for a small fee.

# Conference with confidence

[www.warwickconferences.com](http://www.warwickconferences.com)

  
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## **Sports facilities**

There is a small Exercise Room at Scarman and guests can also make use of the free sports and swimming facilities in the Sports Centre on the University campus. Details and opening times are available at Reception.

## **Emergency**

In the event of an emergency or accident, please dial 0 on any internal phone for Reception who will summon assistance. Please inform Reception on arrival of any special requirements you may have in the unlikely event of an evacuation (e.g. hearing or walking difficulties).

## **Getting here**

Scarman is located at the University of Warwick on the outskirts of Coventry and is easily accessible by road, rail and air.

### **By road**

The University of Warwick is located at the centre of the Midlands Motorway Network. A Location Map with detailed instructions can be obtained from your Event Organiser. Alternatively, you can download the map as a pdf from our website; [www.warwickconferences.com](http://www.warwickconferences.com).

### **By rail**

Coventry Train Station is on the Main West Coast Line with regular trains connecting with other major towns and cities. Trains run every half hour to London with an approximate journey time of 59 minutes. Services to Birmingham International and Birmingham New Street are frequent throughout the day. There is a large taxi rank at Coventry Station, just four miles from Scarman. Alternatively, a regular bus service is available.

### **By air**

Birmingham International Airport is only 20 minutes by taxi. A frequent train service operates to Coventry from Birmingham International Station, adjacent to the airport.

## **Around and about**

From the home of rugby to the home of the greatest English playwright, a visit to Coventry and Warwickshire has something for everyone. With cathedrals, castles, stately homes and gardens, museums and galleries, to the largest Arts Centre outside London, Coventry and the surrounding Warwickshire region offer the best of town and country. If you'd like to know more about what you can do to make your stay even more enjoyable, ask a member of our team, or visit [www.visitcoventryandwarwickshire.co.uk](http://www.visitcoventryandwarwickshire.co.uk).

We strive to continually improve your meeting experience – whether it's the quality of our product or the standard of service. We want to hear your thoughts, opinions and suggestions. Tell us what we do well and what we could do better - please take a moment to complete a feedback form or speak to a member of Scarman's team.

**We hope you enjoy your stay at Scarman and look forward to welcoming you back again soon.**



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