

# Arden

## Delegate Information

### Checking in/out

Rooms will be available after 3.00pm for check in Monday – Friday and after 6.00pm at weekends. Please vacate your bedroom by 10.00am on your day of departure. You should return your key to Reception as soon as possible after vacating your bedroom. Accounts may be settled by personal cheque supported by a banker's card, cash, Maestro, Delta, Visa, Mastercard or American Express.

### Car parking

Free car parking is available to the rear of Arden whilst disabled parking spaces are available at the front of the main building. Due to its location, parking at Arden is subject to availability – please contact Reception to discuss alternative car parking arrangements.



### Reception

Our Reception staff will be pleased to answer your queries between 7.00am – 11.00pm, on extension 0. A Night Porter is available outside of these hours on the same extension. All internal numbers are free. 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

A wide breakfast selection is followed by a delicious carvery lunch and an imaginative three course menu served at dinner. We also cater for special dietary requirements.

**Meals are usually served between the following times:**

**Breakfast 7.00am – 9.30am**

**Lunch 12.00pm – 1.45pm**

**Dinner 7.00pm – 9.00pm**

Please check with your Course Tutor or Event Organiser for the specific dining times arranged for your group. You are asked to respect our informal but smart dress code and not to use mobile telephones in the Restaurant. If you're planning a special dinner, choose our stylish private room and we'll create a menu exclusively for you. Please contact Reception for further information.

### Your room

Our 121 en-suite bedrooms provide a comfortable and relaxing stay. All rooms provide a study desk area, free internet access via a network point, telephone, television, radio alarm clock, tea and coffee making facilities, hairdryer, towels and toiletries and an iron and ironing board. A small number of double bedrooms are available – please ask at Reception for more information.

### Coffee lounge / Bar

Arden has two lounges offering unlimited refreshments during the day. With comfortable seating and direct access to outdoor spaces, our lounges are the perfect place to help you to unwind. Our Bar is a welcoming retreat in which to socialise and is open from 12.00pm – 2.00pm and 5.30pm until late.

### Business Centre

The PC's in our Business Centre have the latest software and IT applications. You can access email and internet free of charge. There is also a PC enabled database with all the information you may require whilst staying at Arden. You can access the internet free of charge. Print, fax and photocopy services are also available for a small fee.



# Conference with confidence

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



## warwick conferences



### Sports facilities

An Exercise Room is available in Arden 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

Arden 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 Arden. 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 Arden's team.

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