

Parking

There is parking available along Churchill Road in pull-ins and in the main car park at the top of the site.

Please note the postcode is different to the main College building:

College main car park CB3 0DT

Moller Institute car park CB3 0DE

All parking is on a first come first served basis.

There is also parking available at Madingley road park & ride.

Public transport:

Arrive by train at Cambridge train station. Just over 10 minutes taxi journey.

U bus

Located on Madingley Road at the end of Storeys's Way. Buses run to the city centre and train station up to every 15 minutes.

More information and bus times can be found [here](#)

Arriving by Taxi

Veezu

Book [online](#) on the 'Veezu' app or by phone - 01223 715715

Camcab

Book online [online](#) or by phone 01223 704704

Ride

On the Ride: Cambridge City app

Uber

Through Uber app

Pick-up location

Porters Lodge

Storey's Way

Cambridge

CB3 0DS

Group arrivals by bus

We kindly ask that you ask the bus driver (s) to stop in in the pull-in at the front of the main College and please switch off their engine to reduce noise disruption to our nearby neighbours.

More information is available [here](#)

Individual arrivals by bus

U Bus

The Universal Bus can be picked up from Cambridge Train Station and you can get off at the Storey's way bus stop, located just a 3-minute walk from Porter's Lodge on the main road (Madingley Road); next to Churchill College.

Return bus stop is located on Madingley Road at the end of Storey's Way. Buses run to the city centre and train station up to every 15 minutes.

More information and bus times can be found [here](#)

Registration for day delegates

Event organisers will have a designated registration desk located in the concourse/buttery or an agreed alternative meeting point. If you are unsure on arrival, please ask one of our Porters in the Porters Lodge or a member of the Churchill Events Team.

Accommodation for residential delegates

Delegate check-in can be either individually at the Porter's Lodge or at a check-in desk managed by the event organiser.

Rooms are available from 3pm on the arrival day and we request that rooms are vacated by 10am on the morning of departure. The Porters' Lodge is manned 24 hours a day, so you can arrive at any time of the afternoon (after 3pm) or evening.

More information is available by scanning the QR code at Porters' Lodge or enquiring at Porters Lodge.

Health & Safety for event organisers

All event organisers are required to provide a copy of their current event Public Liability Insurance for a minimum amount of £5 million, prior to confirming a booking. They should also provide their Safeguarding Policy or Statement and a full event risk assessment. These should be sent to their Churchill event manager 1 month prior to arriving on-site.

Fire alarms are tested in each court and the main college building on Mondays.

For further information, please view our emergency information procedures page.

Exhibitors

Items can be delivered to Porter's Lodge prior to your event. There is no room to store any exhibitor equipment ahead of your event, unless pre-arranged with your Churchill event manager (subject to availability), and so please liaise with your Churchill event manager to find out when to arrange your delivery. Deliveries

should be scheduled to arrive no more than one day before your event, wherever possible. All exhibitors are required to read and sign an exhibitor form.

The form can be found on our exhibitor page.

Deliveries

** Deliveries can be sent to the College in advance of your event and should be clearly identified/marked with the event name and event organiser/exhibitor. The package should also be mark for my attention **c/o Churchill College Events Office** followed by College address:*

EVENT MANAGER & COMPANY NAME

EVENT NAME

c/o Events Office

Churchill College

Storey's Way

Cambridge

CB3 0DS

** All deliveries will be stored under the Admin staircase opposite our Porter's Lodge, I will ensure each box/package has additional notices applied to them awaiting your arrival on your **EVENT DATE***

** I can arrange for these to be moved to your **MEETING ROOM** on your **EVENT DATE***

** For any packages that are to be collected from Churchill College after your event, these must be securely packaged and with a clear note attached to the top indicating:*

- Date of collection

- Name of courier company

- Delivery address it is to be sent to

- These packages can be left back under the Admin staircase opposite our Porters Lodge ~ please advise Porter's Lodge once you have left your box(s)/package(s) here.

- Our Porter's will then ensure the correct boxes/packages are handed over accordingly.

Whilst we can hold pre-event deliveries, Porter's Lodge don't like things to be left under the stairs for a great length of time (fire risk) so if the organiser has a storage room for their event then you can arrange for the FP's to deliver items to their storage room as soon as possible.

Porters' Lodge is manned 24hrs a day, 7 days a week.

Useful information

Unloading items for events

You can unload items in our loading bay, with prior agreement with your event manager. Alternatively, you can park in the lay by at the front of the college for a few minutes and then move your vehicle to one of our designated parking areas.

Food and drink

Refreshment breaks and lunch can be organised ahead of your event. Please ask your event manager for details.

Many of our meeting rooms have water dispensers giving access to water throughout your event.

Our Buttery Bar is also available to purchase drinks, snacks, and light bites. Card payment only.

***Term time:**

Monday – Friday 08:00 – 22:00

Saturday & Sunday 14:00 – 22:00

***Out of term**

Monday – Friday 08:00 – 21:00 (subject to request)

Saturday 14:00 – 21:00 (subject to request)

Sunday - Closed

* Additional opening hours available on request.

WiFi

Select the 'UniOfCam-Guest' Wi-Fi network from your list of available networks. You will see the login screen

To register using your email address:

- Log in using your email address by selecting the 'Register' button.
- Enter your full name and a valid email address and select 'Register'.
- You will see a message confirming that you have connected successfully.

Accommodation check-in

We try to ensure that all rooms are ready for guests from 15:00 onwards. Sometimes rooms are ready early, but it is not guaranteed. Please check with the Porters if you have any questions regarding early check-in.

The Porters' Lodge is staffed 24 hours a day, 365 days of the year. You can check in at any time after 15:00, as there will be someone around to greet you.

If you are here with a conference or group there may be a designated bag storage room where you can leave your bags and collect them later. Please arrange this with your Churchill event manager.

Laundry

There are several laundry points on the site, please see the Porters for more information or check the site map where they are marked with an 'L'. More information available on our accommodation page.

More information on accommodation is available by following this [link](#), in your room or by scanning the QR code at Porters' Lodge.

Meeting room accessibility

There is a lift located in the main concourse that takes to you the 1st floor, where our dining hall and a couple of meeting rooms are located. There is also a lift in the Wolfson Foyer for easy access to our Wolfson Hall auditorium.

Toilets

Located just off the Concourse. If you are using the Wolfson Hall, there are also some in the Wolfson Foyer. You will also find some a little further afield near the Sixties Room, in Cowan Court.

Permitted smoking

Churchill College and grounds is a non-smoking site. There is s designated smoking area on the Hepworth Lawn just outside West Door.

Key contact numbers

Event manager – will be communicated to you.

Porters' Lodge – +44 (0)1223 336000

AV – +44 (0)1223 333602

IT – +44 (0)1223 336043