

HOSPITALITY

at



**Venue
Reading**

Delegate Information Pack

Events in Palmer



Dear Delegate,

Thank you for booking to attend an event at the University of Reading. We would like to take this opportunity to provide you with more information prior to your visit.

EVENT LOCATION

Palmer Conference Centre, Whiteknights Campus

The event you are attending is being held in the Palmer Building (building number 26) on the University of Reading Whiteknights campus. You will be directed to the appropriate room by the signage you will see on arrival.

You can take a tour of the Palmer Building here: hospitalityuor.co.uk/venue-reading/virtual-tours/

 **what3words** <https://w3w.co/echo.hats.tidy>

GETTING TO THE UNIVERSITY

We would encourage the use of public transport where possible as the University is very well connected via public transport, and you could lower your carbon footprint. Detailed information about how to get to the University of Reading can be found here: reading.ac.uk/findus and information on sustainable travel can be found here: <https://sites.reading.ac.uk/sustainability/travel/>

By Car:

The Whiteknights campus is approximately 1.5 miles from the M4 motorway.

Sat nav postcode for Shinfield Road and Pepper Lane entrances: RG6 6UR

Car Parking:

If you are travelling by car, please use Car Park 1a at the Shinfield Road entrance to the campus (Sports Park). There are closer car parks than Car Park 1a (such as 4), however these can get extremely busy during the week, and we would therefore recommend parking in Car Park 1a where you will also find signage directing you to Park House for your event.

If the event is taking place between 9am and 5pm on a weekday, please print off the parking permit you will have been sent by your organiser and display in the window of your vehicle. If the event is taking place during the evening after 5pm or over a weekend you do not need a parking permit anywhere on campus.

Failure to display a parking permit can result in a penalty notice being issued via an external company that the University are unable to cancel or refund.

By Train:

Reading train station is a mainline train station and is easily accessible from most other places in the UK. There are direct rail links from many major cities, including Birmingham, Manchester, Glasgow, Cardiff, Bristol, and Exeter, as well as several routes through London. If you are travelling from or via London, the quickest route to take is from

London Paddington station as you can be in Reading within 20 minutes. GWR's range of specialised rates for Group Travel can offer up to 26% in savings and reduce your carbon footprint by over 57% and will always deliver the best value travel for your group. For more information on this, please visit:

[Group Train Tickets and Rail Travel | Great Western Railway \(gwr.com\)](#)

By Bus:

Local buses, come directly through campus, and taxis run from outside Reading train station – please see reading-buses.co.uk for current timetables. A single ticket from the town centre to campus is approx. £2, and a return ticket is approx. £4. Please ensure you have the correct fare as the bus driver cannot give change, contactless payment is now available. To plan your journey to campus via bus, please head to:

[Plan Your Journey to Campus](#)

Cycling to the campus:

The Whiteknights campus offers an ideal green environment for cyclists to explore the natural beauty the campus has to offer. We welcome responsible cyclists who follow our guidelines for sharing the space safely with other cyclists, pedestrians, and drivers. For further information regarding cycling to the campus, please visit <https://sites.reading.ac.uk/sustainability/travel/cycling/> where you can find out further information including where available [showers](#) are on campus.

Walking to campus:

The Whiteknights campus is within walking and cycling distance from local stations. The below link offers advice on how to reach both main entrances to our Whiteknights campus (at Shinfield Road and Earley Gate) on foot and you can follow the route planner via Google Maps.

<https://sites.reading.ac.uk/sustainability/travel/walking-to-the-university/>

From the Airport:

Reading is well connected to both London Heathrow and London Gatwick airports. A direct bus service runs between Heathrow airport and Reading station. Buses run every 30 minutes, during the day, and take about 40 minutes. For more information, please visit the [RailAir website](#). A direct train service runs between Gatwick airport and Reading station. Trains run once an hour during the day and take about 75 minutes. For more information, please visit the [National Rail website](#).

By Taxi:

In partnership with the University of Reading, Yellow Cars offer affordable 24h taxi services. They know the Reading Town centre and Whiteknights campus well. Prices will depend on the destination and number of passengers. You can see their latest fares prices by heading to <https://yellcars.com/fares/>. To book a taxi please call 0118 9660 660 or 0118 9666 555. Alternatively, you can book online by heading to <https://yellcars.com/>. Please use the below drop off point for Palmer Building.

Drop Off:

Please note that the drop off point for Palmer Building is in Car Park 4. There is no vehicle access across the quad and so any equipment will need to be taken across. The entrance have automatic doors. Once all unloading has been completed please park in the Car Park directed to by the Event Organiser. Please see map below.

ACCOMMODATION INFORMATION:

Please check with your organiser if accommodation is booked for you. This information is only relevant if you are staying on the University Campus. Please note, if accommodation has not been pre-booked, we will be unable to accommodate you on the day.

UNIVERSITY HALLS ACCOMMODATION:

Check-in information

Reception is located adjacent to Windsor Hall and is open between the hours of 8.30am to 5.30pm, Monday – Friday. Please refer to the below campus map showing the **reception as building 202** in yellow.

Reception will direct you to your accommodation block and you can collect your keys from 2pm on your arrival day.

Out of Hours Check-in (after 5.30pm or during the weekend): For out of hours check-ins, please use the phone outside of reception which will put you through to a member of the security team who will give you your room key and direct you to your room.

There will be a general information document in each bedroom. Please note, there is a charge for lost key cards and/or room keys and there aren't any luggage storage facilities prior to your check in at Park Group.

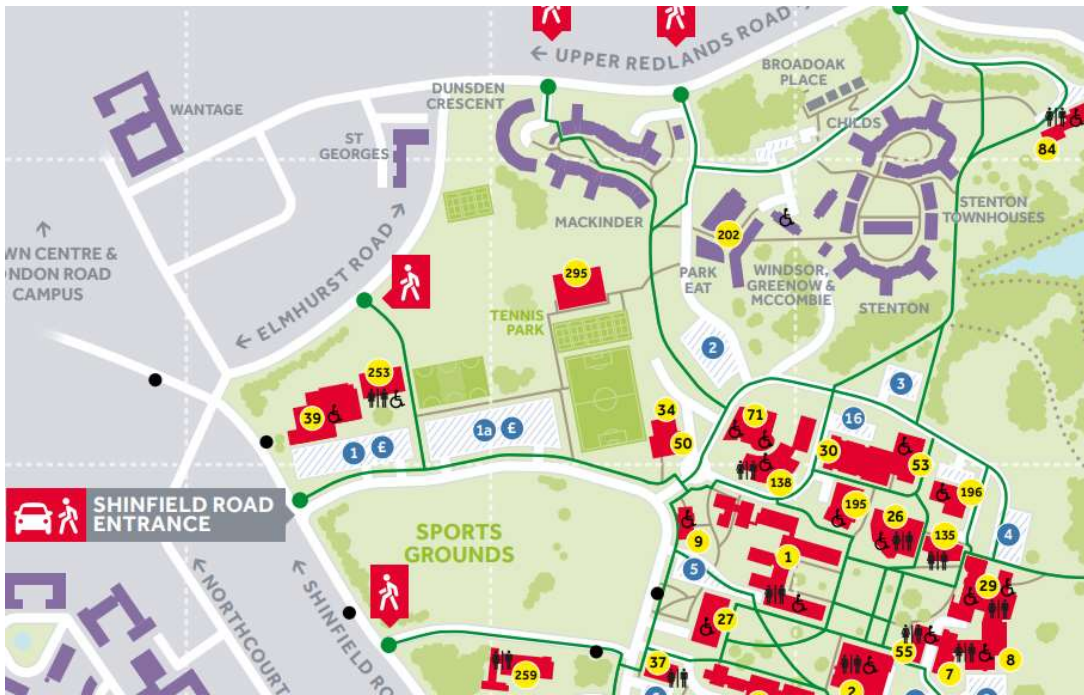
Reception opening hours

For all enquiries, Reception is located adjacent to Windsor Hall and is normally open between the hours of 8.30am to 5.30pm Monday - Friday. Reception is closed on weekends. The number is **+44 (0)118 200 5017**.

Outside these hours, contact the Halls Hotline by calling **+44 (0) 800 029 1984** from an external phone.

Check-out information

Please ensure your room is vacated by 10.00am on the morning of departure. Your room keys and access card should be returned to reception in the envelope provided to you on arrival. Please sign and date the envelope before returning it. If reception is closed, please place your envelope in the key drop box located just outside the entrance to reception.



ADDITIONAL INFORMATION

Catering:

Please note that a dietary option will only be provided for those who have specified a requirement for this prior to the arrival of the event. For those who have already advised of another specific dietary requirement (including allergies/Gluten Free/ Halal) these requirements will be catered for separately. If you do have requirements but have not already advised us of them, please notify the organiser of your event as soon as possible. We are unable to adapt catering requirements on the day of your event.

Wi-Fi Access:

To access the free Sky Wi-Fi, you should turn on your Wi-Fi and select '**WiFi Guest**' (Not UoR guest) from the available network list. Your web browser should then open, and you will need to accept the terms and once you have clicked to confirm, you will be connected to the network.

Electric Vehicle Charging on Campus:

There are two electric vehicle charging points that are publicly available in our car parks. They are located in the SportsPark car park with capacity to charge up to four vehicles at once (Site 4031 and site 4059). This is shown as car park 1a on the attached map.

You can use the BP Pulse Live Map to check status and availability of ports:

<https://network.bppulse.co.uk/live-map/>

To use the facilities, users will be required to sign up to the BP Pulse (Polar) network. Membership is available on a monthly subscription or on a pay-as-you-go basis (please note that the pay-as-you-go scheme carries higher charges). Electricity will be charged at a standard rate of 44p/kWh to cover the University's electricity costs. Users will be able to charge their vehicles for a maximum of four hours per session, so that we can accommodate as many users as possible each day.

Cash:

The University campus is cashless in all University outlets. There is a cash point on the Whiteknights campus. The Barclays cash machine is located next to the Co-op. The Co-op is the only facility on campus that accepts cash.

Cafes/Bars:

For the latest information on opening times or bars and cafes, please see the below pages of our website

hospitalityuor.co.uk/cafes/

hospitalityuor.co.uk/bars-and-pubs/

We trust you have all the information you need, and we look forward to welcoming you to the University of Reading. Please do not hesitate to contact the Venue Reading team to discuss any of the above or any other issues relating to the event.

We look forward to welcoming you to the University of Reading.

Venue Reading

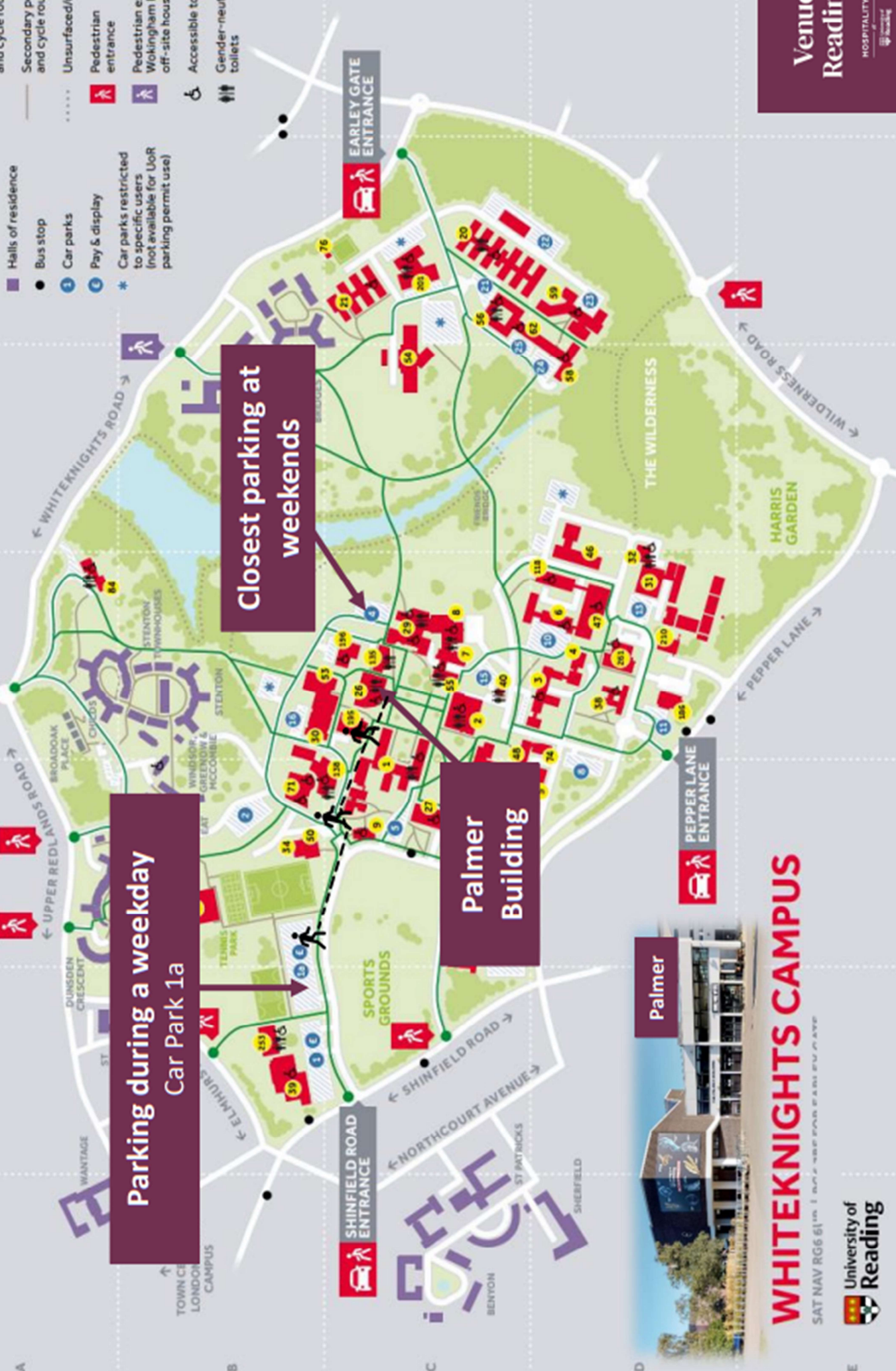
University of Reading | Catering Hotel & Conference Services

0118 378 5657 | Info@VenueReading.com | hospitalityuor.co.uk

Palmer Building Map

1 2 3 4 5 6 7

- Academic buildings
- Halls of residence
- Bus stop
- Car parks
- Pay & display
- Car parks restricted to specific users (not available for UoR parking permit use)
- Primary pedestrian and cycle routes
- Secondary pedestrian and cycle routes
- Unsurfaced/unit paths
- Pedestrian entrance
- Pedestrian exit to Wokingham Road off-site housing
- Accessible toilets
- Gender-neutral toilets



Parking during a weekday
Car Park 1a

Closest parking at weekends

Palmer Building



Palmer

WHITEKNIGHTS CAMPUS

SAT NAV RG6 6110 | 01135 936900 | WWW.READING.AC.UK



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