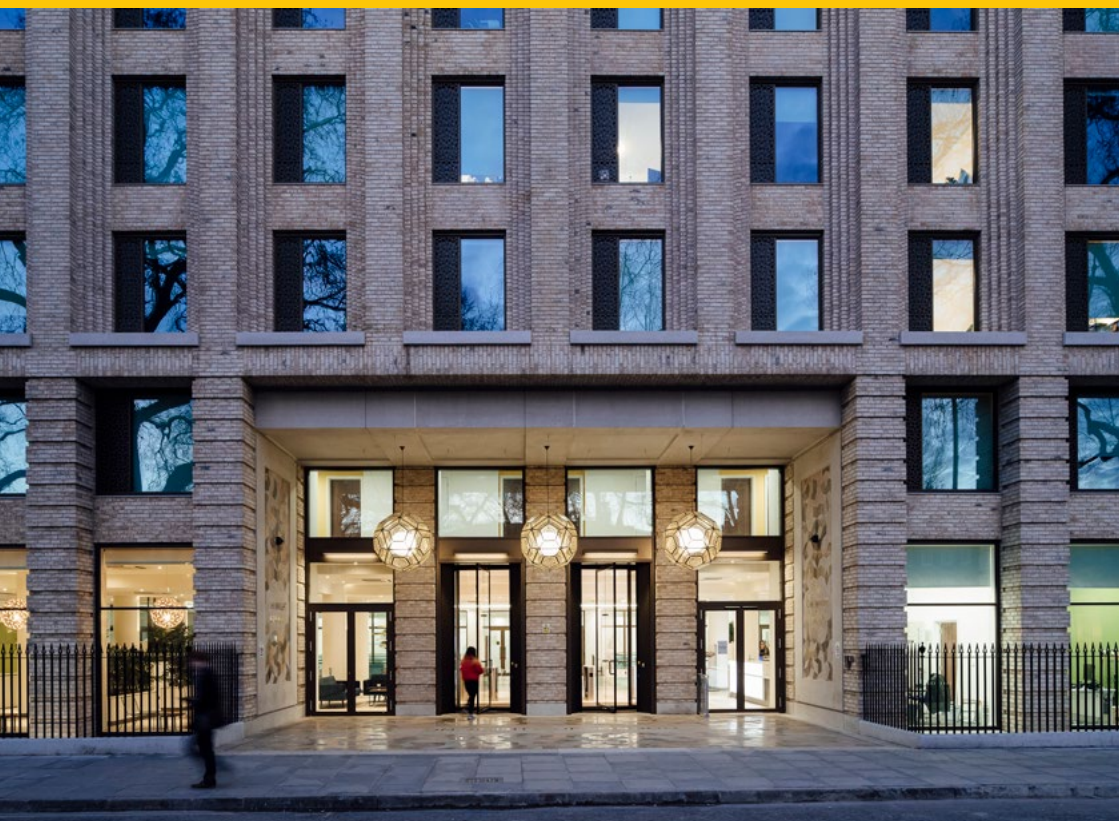




# WELCOME TO GARDEN HALLS

bed and breakfast accommodation for visitors



[www.staycentral.london.ac.uk](http://www.staycentral.london.ac.uk)



## DURING YOUR STAY

### What's in the room?

All rooms have a bed, chair, work desk and wardrobe. Towels and bed linen are provided, as well as a complimentary set of toiletries on your first night. Hair dryers are available on request from reception.

### Internet connection

Wi-Fi is available in all common areas and bedrooms. During your stay your Wi-Fi username and password can be obtained from reception. If you have any problems with your connection please contact the IT Help Desk on +44 (0) 207 862 8111 or on [swan.support@london.ac.uk](mailto:swan.support@london.ac.uk) Monday to Friday between 9 a.m.–5 p.m.

Whilst you are connected to our network you must adhere to our Information Security and Acceptable Use Policy which can be found at this address: [goo.gl/xpwHHS](http://goo.gl/xpwHHS)

### Tennis Courts

There are tennis courts which can be booked free of charge. For details please contact reception.

### Facilities

There is a TV room, a common room with table football, and a music room which may be booked at reception.

### Pantries

There is a pantry on each floor of the building with a sink, kettle, microwave and a fridge for communal use. Please make sure you leave the pantry clean once you have used it.

### Bathrooms

Showers and toilets are for shared use—apart from en-suite rooms—please leave them as you would like to find them yourself.

### Cleaning

Your room will be serviced every 7 days (typically between Monday and Friday)—this includes cleaning of the room and toilets (in en-suite rooms) and change of bed linen. Towels are changed every Monday, Wednesday and Friday and bins are emptied Monday to Friday.

### Security

We make every effort to ensure that Garden Halls are secure. For your own safety, please keep your room locked at all times when it is not occupied; in order to do so, you must touch your keycard on the lock as it does not lock itself automatically. We cannot accept any responsibility for loss or damage to personal belongings.

### Noise

If you are disturbed by noise at any time you should contact reception. Please keep the level of noise to a minimum at all times and especially between 11 p.m. and 7 a.m. The University reserves the right to remove any guest creating unreasonable noise or disturbance. No refunds will be made.

## DURING YOUR STAY

### Visitors

You may invite guests to Garden Halls provided they do not cause a disturbance to other residents and are 18 years or over. Please collect your guest from reception on arrival as they will not be allowed in unaccompanied. We ask that all visitors leave the building by 11 p.m. No visitors are allowed to stay in your room overnight. If you would like to book an additional room for your guest (2 nights minimum) please visit our website [www.staycentral.london.ac.uk](http://www.staycentral.london.ac.uk) or send an email to the Stay Central team. All single rooms are let for single occupancy only.

### Use of equipment

It is prohibited to use large electrical appliances other than those provided in your room.

### Smoking, candles and fire safety equipment

The hall operates a strict no smoking policy (including e-cigarettes) throughout the whole building—it is illegal to smoke in public buildings in the UK. The use of candles is prohibited due to fire safety regulations. It is illegal to tamper with the fire safety equipment and anyone found doing so will be asked to leave.

### Maintenance

Please report broken or faulty furniture or equipment in the maintenance book at reception. Most problems will be dealt with immediately. Report any potentially dangerous problems to reception.

### Laundry

There is a top-up card-operated laundrette on the lower ground floor. The cards can be collected at reception and topped up following the instructions. Detergent can be purchased from local shops. You can borrow an iron and ironing board from reception.



## EMERGENCIES

For assistance please contact reception or call 999 if it is a medical emergency.

### IN CASE OF FIRE

If the alarm sounds, please leave the building immediately using the nearest stairs. Do not stop to collect your personal belongings and do not use the lifts. Please go to your designated assembly point as outlined on the evacuation plan on the back of your bedroom door (Cartwright Garden Park opposite the building). Please note that fire drills are held at 2 p.m. on each Wednesday when the alarm will be tested and will sound for a few seconds.

#### Hospital (with A&E)

UCH (University College Hospital)  
235 Euston Road  
NW1 2BU  
T: +44 (0) 845 155 5000

#### Private Doctor

Harley Street Health Centre  
17 Harley Street  
N1G 9QH  
T: +44 (0) 207 323 3830,  
E: info@harleyhealthcentre.com  
W: harleyhealthcentre.com

#### Emergency Dentist

Please visit: 24hour-emergencydentist.co.uk  
T: +44 (0) 208 748 9365.  
Baker Street, Kensington, Liverpool Street and Hammersmith.

## LAUNDRETTE



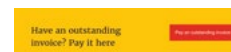
### How to top up your Laundry Card

1. Go to [www.washstation.co.uk](http://www.washstation.co.uk).
2. Click on the icon which says 'Top Up Your Card'.
3. Returning Pinmate customer can log in to their account. If you are a new customer, please click the 'New Customer/Not Registered?' to register your card. Type in the card number which is found at the back of your Washstation card.
4. Top up your card by following onscreen payment instructions (minimum £5.00). Please note that there is no option for a refund. One wash costs £2.20 and one drying cycle costs £1.00.
5. Record your unique six digit pin number.
6. Go down to the laundrette located on lower ground floor (if unsure, please ask reception for directions).
7. Once inside the laundrette, place your washstation card against the card reader on the Pinmate machine located at the back end of the room.
8. Enter your unique six digit pin number. The Pinmate machine will register that your card has been topped up and it will now be ready to be used.
9. To use the card: hold it against the card reader on a washing machine or tumble dryer. The amount for a cycle will be debited from your card.

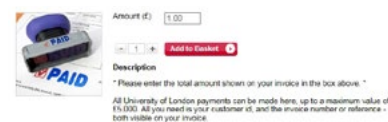
## PAYING FOR EXTRA NIGHTS

If you wish to extend your stay please arrange this with the Stay Central team or Hall Management Office prior to payment.

In order to pay for extra nights, visit [www.london.ac.uk/staycentral#pay](http://www.london.ac.uk/staycentral#pay) and click on "Pay an outstanding invoice" button.



In the box labelled 'Amount (£)', write the amount and click 'Add to Basket':



When asked for your Customer ID, write:

#### ICH (Family Name)

For example: ICH "SMITH"

When asked for your Invoice Number, write:

#### UOLACC (Booking Reference)

For example: UOLACC "12345"

Your Customer ID\*

ICH "SMITH"

Your Invoice Number or Reference\*

UOLACC "12345"

You will then be directed to a page where you can register your details and make a secure online payment.

## ON YOUR DEPARTURE

### Check-out time

Please vacate your room by 10 a.m. on the morning of your departure to avoid incurring additional charges.

### Returning your key

You should return your room key and hall card to reception on departure. Failure to do this will result in a £20.00 charge as the lock will need to be changed for security. Please remember to check with reception if you have any mail or messages, as it is very difficult for Hall Management to forward these on once you have departed. Any unclaimed post will be returned to the sender after your departure.

### Luggage

Storing space for luggage is limited but we will do our best to accommodate all storage requests. If you arrive early we can usually store your luggage at reception until you check in. If you are travelling with a large group, please contact the office before your departure date in case we need to arrange for additional space. Please note that we do not store luggage overnight. You will, however, find luggage storing facilities at all mainline train stations; the nearest ones being King's Cross St Pancras and Euston Station. For further information please visit [www.networkrail.co.uk](http://www.networkrail.co.uk).





**Bloomsbury** is the literary and academic district of central London, historically patronised by an impressive tableau of celebrated writers and artists, including the novelist Virginia Woolf, poet T.S. Eliot, and artist Roger Fry.

At its centre sits Russell Square, named for the Russell family of the 17<sup>th</sup> and 18<sup>th</sup> centuries whose investment in the area transformed it into the fashionable residential and cultural locale it is today. Additional gardens, such as Tavistock Square, Torrington Place and Gordon Square are pleasant, quiet places to sit and relax, all within walking distance of the Hall.

Also worth noting are the numerous research hospitals and healthcare institutes, housed typically in grand buildings of Georgian architectural design, as well as the cluster of central University of London campuses; academic bodies which enjoy an almost unrivalled international prestige, each able to boast global recognition in its respective field.

As well as being the city's largest and most famous scholarly area, the accessibility of the West End's theatres, cinemas, shopping attractions, and other famous metropolitan landmarks truly make Bloomsbury feel like the epicentre of the city. The trendy bars, cafés and restaurants that line the streets all contribute to the lively, friendly and diverse atmosphere of the area, while internationally renowned institutions like the British Museum and the British Library are within a stone's throw and certainly worth a visit while in London.

### Banks

- HSBC Bank, 1 Woburn Place, Russell Square, WC1H 0LQ
- NatWest Bank, Tavistock House, Tavistock Square, WC1H 9NA
- Barclays Bank, 58 Southampton Row, WC1B 4NB
- Lloyds Bank, Victoria House, Southampton Row, WC1B 5HR

### Bureaux de Change

- 17 Woburn Place, Bloomsbury, WC1H 0LU
- Marchmont Street Post Office, 33 Marchmont Street, WC1N 1AP

### Supermarkets

- The Brunswick Centre, Marchmont Street, WC1H—This is a small open air shopping centre with cafés, restaurants, fashion stores, a mobile phone store, the Renoir Cinema and Waitrose supermarket for groceries.
- Tesco, Bernard Street—opposite Russell Square Underground Station.

### Restaurants

There is a wide variety of options to eat out in the area with several restaurants to be found in the Brunswick Centre, along Marchmont Street, Southampton Row or on nearby Tottenham Court Road. You can also visit [www.squaremeal.co.uk](http://www.squaremeal.co.uk) and search for a specific type of restaurant or area.

### Fitness/Gyms

Most local gyms will offer guest memberships for short periods, as well as a pay-as-you-go admission. There is a gym and swimming pool at Student Central ([www.studentcentral.london/energybase/](http://www.studentcentral.london/energybase/)) on Malet Street and the Bloomsbury Fitness gym is located at UCL Union on Gordon Street—both of which are very nearby. There are also Fitness First, Nuffield Health, Living well and Bannatyne gyms within easy walking distance of the Hall.



## GETTING AROUND LONDON



### London Underground – The ‘Tube’

The tube covers the whole city, is easy to use and is usually the quickest way to travel. Travelcards—for daily, weekly or monthly use—are the most economical way of getting around the city as they give you unlimited travel within your chosen zones. Besides the tube, travelcards cover all bus journeys and travelling by train within your zones. The closest tube stations are Russell Square, King’s Cross St Pancras, Goodge Street, Warren Street, Euston Square and Euston.

### Red London Buses

These are one of the sights of the capital and can be used to travel across most parts of London.

It is a slower alternative to the tube but has more regular stops in more residential areas and certainly has more interesting views—<http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/>. For further information on public transport please visit [www.tfl.gov.uk](http://www.tfl.gov.uk).

### Black cabs

These taxis are licensed and can be hailed from the roadside when the yellow ‘For Hire’ light is on. For your own safety, never use an unlicensed minicab or taxi.

You can hire a car, but the congestion charge (<https://tfl.gov.uk/modes/driving/congestion-charge>), parking fees and sheer volume of traffic make it advisable to use public transport instead.

Please note that University of London does not have parking facilities.

### Bicycle Hire

A Transport for London bicycle hire station is located opposite Student Central on Malet Street. Cycling in London can be very dangerous and we strongly advise you to wear suitable protective and high visibility clothing including a helmet, and to use cycle paths where possible. Details of cycle paths can be found at [www.sustrans.org.uk](http://www.sustrans.org.uk), and further details about cycling in Camden can be found at [www.camden.gov.uk](http://www.camden.gov.uk).

### National Rail and Eurostar

Euston, King’s Cross, and St Pancras national rail/mainline stations are all within 15 minutes’ walk of Garden Halls. St Pancras is also the main Eurostar terminal, for international connections to Paris and Brussels (passports and/or visas may be required).

For tickets and timetables: [www.nationalrail.co.uk](http://www.nationalrail.co.uk) and [www.eurostar.com](http://www.eurostar.com).

## GETTING AROUND LONDON



University of London, Garden Halls,

1 Cartwright Gardens, Kings Cross, London WC1H 9EN

