



## Short Stay Booking Information for Guests

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### Arrival

Enter the University from the A419, Cirencester to Stroud Road. Free parking is provided in the visitors' car park. On arrival please report to Porters Lodge to register and collect your room keys.

### Rooms

Rooms will be available from 3.00pm the day of your arrival and check out is by 10.00am on the day of departure. Rooms are situated on the first and second floors. There are no lifts on campus, therefore please inform us at the time of booking of any access requirements you may have. Bedrooms are equipped with tea and coffee making facilities, bath towel and a hand towel along with soap and small bottles of shower gel and shampoo. Rooms are serviced daily Monday to Friday but not at weekends. Wi-Fi is available free of charge and you can obtain an access code from Porters Lodge when you collect your room keys. Smoking is not permitted in any of the rooms.

### Breakfast

Breakfast is available to purchase separately in the dining room each day during term time from 08.00am. There is a wide selection of food available from the self-service point, including cereals, toast, juice, tea and coffee. At weekends breakfast is served from 08.00am until 11.00am. Please note we are a card only site. Outside of term time the University Dining Room is not always open. Please ask at the time of booking

### Contacts

- 07:00am to 08:00pm - [shortstay@rau.ac.uk](mailto:shortstay@rau.ac.uk) 01285 652531
- Out of hours - [security.staff@rau.ac.uk](mailto:security.staff@rau.ac.uk) 01285 889834 & 07960 031821

## Travel Information

Post Code for Sat Nav: GL7 6JS

By Road:

- M4 Motorway, exit Jct. 15 (A419)
- M5 Motorway, exit Jct. 13 (A419) or exit Jct. 11A (A417)
- M40—A40 to beyond Burford, the B425 to Bibury and Cirencester Fosse Way

By Coach: Two hourly National Rapid service connecting London Victoria Station with London Heathrow and Cirencester. Then by Taxi for the two remaining miles to the University

By Local Taxis: Home James 01285 641339

By Rail: There are frequent British Rail services from London (Paddington) to Kemble Station (Cirencester) via Swindon. There are also regular trains from Gloucester and Cheltenham, which connect to the main train lines. Taxis should be pre-booked to transport you the remaining three miles from Kemble Station to the University.

## Payment Terms and Conditions

Full payment is required at the time of booking. Payment can be made at the time of booking with a credit or debit card or via BACS.

## Cancellations

All cancellation requests should be made via e-mail to: [shortstay@rau.ac.uk](mailto:shortstay@rau.ac.uk)

Charges incurred are as follows:

- Within 26 weeks of period 25%
- Within 13 weeks of period 50%
- Within 4 weeks of period 100%

The University shall endeavour to re-let the accommodation and if successful, shall reduce the fee payable proportionately.

## Services

In the event of an industrial dispute affecting services, RAU Enterprises Limited will do everything possible for the convenience of guests, but cannot accept responsibility for difficulties, which may occur, or for the lack of any particular service. All facilities are let during vacation periods on the basis of the published tariff and Conditions of Booking.

In an emergency please call 01285 889834.

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