



## **Conferences & Events: Frequently Asked Questions**

### **Where is Trinity Hall?**

Please find location maps and details of how to find Trinity Hall Central Site, WYNG Gardens and Wychfield Gardens on our Contact Us website page. When on College premises there is also signage to help your delegates/guests navigate around the site.

### **Is there parking at Trinity Hall?**

We regret that, like many of the oldest Colleges, we do not have parking facilities at Trinity Hall Central Site or WYNG Gardens. The closest public car parks are located at Park Street or Grand Arcade, the prices of these can be found [www.cambridge.gov.uk/parking](http://www.cambridge.gov.uk/parking). There is limited parking at Wychfield Gardens, to be arranged via prior request, subject to availability. Alternatively there are several Park and Ride facilities available around Cambridge and information can be found at [www.cambridgeparkandride.info](http://www.cambridgeparkandride.info)

### **Are there racks for bicycles at Trinity Hall?**

Out of term time you may lock your bike in North Court at Trinity Hall. The porters will be happy to direct you there. We regret we cannot offer use of bike racks during term-time or at our WYNG Gardens site.

### **How much notice do you need to book an event?**

Ideally we need one month's notice ahead of your event, along with your catering requirements. On occasion, we may be able to offer a shorter time frame, subject to availability.

### **Are conference and events facilities available all year round?**

Our conference and events facilities are available all year with the exception of Easter Bank Holiday weekend and when the College is closed between Christmas and New Year.

### **When is accommodation available?**

Accommodation at all three sites is available out of term including March/April (excluding Easter Bank Holiday weekend) as well as July, August, September, mid-December and early January. Please note that bedroom bookings are subject to availability at the time of your request.

### **Can we choose our dinner menu on the night?**

Your menu choice must be chosen one month ahead of your dinner. Final numbers of guests and dietary requirements are then required 3 weeks prior to your event.

### **Can guests make individual menu choices?**

We ask that you select a set menu for your guests to enjoy the same starter, main course and dessert and a vegetarian/vegan alternative if required (the only exception to this is our Christmas menus).

### **Can you cater for any allergies or specific dietary requirements?**

Our chefs are extremely adept at catering for guests with allergies and specific dietary requirements. Please note that a minimum of two weeks' notice is required prior to your event.

### **Can we provide our own food?**

We do not permit any outside catering unless arranged by the College.

### **Do you allow corkage?**

We do not offer corkage. We provide an extensive wine list. If there is a wine you would like that does not feature on our wine list then please contact us to discuss further.

### **Do you offer name cards and a table plan?**

Yes, we can create name cards and a table plan from the information that you provide. This is included in the menu cost. We also use this to identify any dietary requirements for your guests.

### **Do you have round tables?**

We do not own round tables, but these can be arranged for certain function rooms at an additional charge.

**Is there a dress code?**

The College does not have a formal dress code for external functions; however we ask that clients respect fellow guests.

**Is there WiFi access?**

The College runs on the University of Cambridge WiFi network and provides free WiFi. Each delegate/guest will be provided with an individual ticket to use for the duration of their event or stay.

**Do you have AV Technical support?**

Although we do not have a designated AV technician we have excellent links with a local company who can provide this service. Please speak to the conference team for a quote if this is required.

**Is there wheelchair access?**

The College function rooms are fully accessible with lift access to rooms on the 1<sup>st</sup> floors. We have a limited number of wheelchair accessible bedrooms available at both Trinity Hall Central Site and Wychfield Gardens.

**Is smoking allowed?**

Smoking, including e-cigarettes, is prohibited on College premises with the exception of the designated smoking area in Cherry Tree Court and outside the Aula Bar after 6pm. Please note our WYNG Gardens site is non-smoking. Please ask the porters where the designated smoking area is at Wychfield Gardens.

**Is there security?**

The Porters' Lodges at all of our sites are staffed 24 hours a day. The College is not insured for loss or theft of any items belonging to visitors to the College.

**Is early check-in or late check-out available?**

Our standard check-in time is 14:00 and check-out is by 10:00. Early check-in and late check-out can be pre-arranged subject to availability and may incur a supplementary charge.

**Are there laundry facilities?**

The College laundry facilities are only available to our students. If required, we will be happy to provide information for a laundry service for you.

**Can guests use the student kitchens?**

The student kitchens are not available for delegates to use.

**Do you have a luggage store?**

We would be happy to provide a luggage store if required for your group with prior arrangement.

*Please do not hesitate to contact us should you have any additional questions that we can help you with.  
Trinity Hall Events, Tel. +44 01223 764444 Email. [events@trinhall.cam.ac.uk](mailto:events@trinhall.cam.ac.uk)*