



LMH

Lady Margaret Hall

# GUEST INFORMATION



*The Clore Graduate Centre*

## **BRIEF HISTORY OF LADY MARGARET HALL**

Lady Margaret Hall was founded in 1878, the first of the Colleges for women at Oxford, and named after Lady Margaret Beaufort, mother of Henry VII and patroness of learning. In 1978 it became co-educational. It is proud both of its long tradition of academic excellence in women's' education, and of its success since 1978 as a College open equally to women and men. It provides an outstanding, distinctive education for approximately 500 students, and its Fellows undertake research of international importance in Science, the Humanities, Social science, and Medicine.

The College buildings date from a variety of periods from the mid-Victorian to the early 1970s, and include work by major architects – Basil Champneys, Reginald Blomfield, Giles Gilbert Scott, Raymond Erith and more recently, John Simpson. They stand in extensive and exceptionally beautiful gardens on the banks of the River Cherwell.

Lady Margaret Hall is within easy reach of the many facilities and sights of central Oxford. The College is located within 10 minutes walk of the city centre; it has easy access to the Bodleian Library, the Ashmolean, Pitt Rivers and University Museums, as well as a large range of leisure facilities.

## **BREAKFAST**

The Porters will be able to advise breakfast times and location.

## **CAR PARKING**

Lady Margaret Hall does not accept any responsibility for vehicles or their contents left in car parking areas within the College. The Porters' Lodge will have advised you of a car parking location when you arrived at LMH.

## **CHECK IN/CHECK OUT**

Check in time is 14:00 and check out time is 09:00. Please vacate your room by this time and leave your room key at the Porters' Lodge. If required, a luggage store will be provided near the Porters' Lodge, you will be informed of the location before the last day of your stay. Please take all luggage to this facility before 9am on the day of your departure. The luggage store will be locked at all times except for retrieval of luggage.

## **KEYS**

Please keep your room key with you during your stay. The College is open 24 hours a day and security is maintained via the Porters' Lodge. In the evenings, your electronic fob will open the entrance. Please return your key to the Porters' Lodge on the day of your departure. If you lose your room key or fail to return it within 48 hours of your departure, to your Conference Organiser, or to the Porters' Lodge, there will be a charge of £50 per a set of keys.

## **SECURITY**

Please ensure all valuables are tidied away in your bedroom and the door is locked when you leave your room. If you see anything suspicious please report it to your Conference Organiser or the Porters' Lodge.

## **FIRE**

Should you discover a fire please raise the alarm by telephoning or notifying the Porters' Lodge. If you hear the fire alarm vacate the building (do not stop to collect your possessions), by the nearest fire exit. Report to the fire warden/Conference Organiser. Fire escape routes and meeting points are displayed in every room.

## **FIRST AID**

A First Aid box is held at the Porters' Lodge. All LMH Porters are trained in First Aid.

## **MEDICAL SERVICES**

The John Radcliffe Hospital is the nearest A&E department, situated approximately 15 minutes drive from LMH. If medical services are required please inform the Porters Lodge.

## **ALARM SYSTEM**

Some very valuable paintings are situated around LMH, which we hope you will enjoy. However it is necessary to secure such valuable artwork by individual security alarms. The alarm system is very sensitive and will sound if any of these paintings are touched. To avoid any embarrassment and respect the items, we ask that you do not touch any of the artwork. Should the alarm system sound it will be dealt with by the Porters' Lodge.

## **TEA AND COFFEE MAKING FACILITIES**

Tea and coffee making facilities are provided for your use in either your bedrooms or the kitchen adjacent to your room.

## **BEDROOM**

Clean bed linen and fresh towels will be provided as necessary. Your room will be serviced daily during your stay. Any queries regarding your accommodation should, in the first instance, be addressed to your own Conference Organiser.

## **GARDEN AND GROUNDS**

Lady Margaret Hall has 12 acres of beautiful grounds and gardens, the gardens stretch down to the River Cherwell. We would like you to enjoy the pleasant surroundings but ask that you do not use the Fellows' Garden (shown on the College map). Please keep to the paths where possible.

## **HOUSEHOLD**

Ironing boards and irons can be found in most kitchen areas. If you require assistance please contact the LMH Conference Office via your Conference Organiser.

## **MEAL TIMES**

Your meal times will be published in your conference agenda. All meals will be taken in the Dining Hall, unless specified in your agenda.

## **CASH FACILITIES**

For your convenience, an ATM cash machine is available in the corridor adjacent to Talbot Bar and the Mary O'Brien room. Also installed at the same location is a Change Machine.

## **POSTAL SERVICE**

Letters and postcards may be left at the Porters' Lodge Post Box for daily collection at 1600. Stamps, for the UK and Europe, are also available at the Porters' Lodge.

## **LAUNDRY FACILITIES**

For your convenience 3 laundry rooms are available to delegates, situated in Kathleen Lea, Talbot and New Old Hall buildings. If you wish to use this facility please contact the Porters Lodge or your Conference Organiser.

## **MOBILE PHONES**

For the comfort of all delegates we suggest you turn off your mobiles phones in any public areas within the College.

## **NOISE**

Whilst we wish you to enjoy your stay at LMH, we request that you respect the needs of others within the College and please keep the level of noise to a minimum.

## **SMOKING**

In line with national legislation and for the comfort of all our visitors, we operate a strict non-smoking policy in meeting rooms, bedrooms and any areas inside all of our buildings - anyone violating this policy will be charged for the deep cleaning of the room. Anyone wishing to smoke should do so outside, and if in any doubt whatsoever please ask the Porters Lodge who will direct you to an appropriate smoking area location.

## **TALBOT BAR**

A selection of beers, wines and spirits are available. Opening and closing times of Talbot Bar have been agreed in advance with your Conference Organiser.

## **VALUABLES**

Your personal valuables may be locked away in a safe at the Porters' Lodge. We will require you to sign a form as you lock away valuables or retrieve them. Please ask your Conference Organiser, the LMH Conference and Events Manager or the Porters' Lodge for further details.