

Delegate information pack



MØLLER
CENTRE



CHURCHILL COLLEGE
UNIVERSITY OF CAMBRIDGE





Welcome



The Møller Centre is the place that brings together the worlds of academia and business, an environment conducive to learning, providing the very highest standard of education and customer service – a “Centre for Excellence”.

On behalf of all staff we look forward to welcoming you to the Centre. The Møller Centre is an intelligently designed, purpose-built, residential leadership development and conference centre set within in 42 acres of beautiful parkland on the grounds of Churchill College, University of Cambridge.

This delegate information pack aims to provide you with information about the Centre and complement any information you may have already been given by your event organiser. Please do not hesitate to get in touch if you have any further questions. We hope you have a pleasant, inspiring and comfortable visit.



Getting here

The Møller Centre is conveniently located for those travelling by road, rail or air. Full directions and travel information can be found on our website.

By car

150 onsite car parking spaces available to delegates free of charge. This includes disabled parking close to the main entrance and overnight parking.

If you are travelling to The Møller Centre using a satellite navigation system you should enter postcode CB3 0DS as this will lead you directly to the Møller Centre entrance.

By train

Cambridge Railway Station is a short taxi ride away and has frequent links to London Kings Cross, London Liverpool Street and Stansted Airport.

The station address is: Cambridge Railway Station, Station Road, Cambridge CB1 2JW.

By taxi

Our recommended local taxi service provider CamCab [+44 \(0\) 1223 704 704](tel:+441223704704) or www.camcab.co.uk.

Approximate taxi travel times: Cambridge Train Station (15 minutes), Stansted Airport (30 minutes), Heathrow Airport (2 hrs), Gatwick Airport (2 hrs 30 minutes). Please note that actual travel times may vary depending on traffic.

By coach

Cambridge has a network of buses and coaches run by Stagecoach www.stagecoachbus.com or National Express www.nationalexpress.com.



Accommodation

Our 92 en-suite Danish designed, air-conditioned bedrooms, including six suites, offer everything required to wind down at the end of a day and to prepare for the next.

All bedrooms at The Møller Centre are of authentic contemporary Danish design and are furnished with iconic Hans J. Wegner furniture. The majority of our bedrooms overlook the grounds of Churchill College, a peaceful haven in today's modern world and just a short walk from Cambridge city centre, with its stunning architecture and unique history.

All of our bedrooms come with the extras you would expect of a four-star establishment, including tea and coffee making facilities, mini bar with fresh milk, iron, hairdryer, safe and flat screen digital TV. Our bedrooms also have international plug adapters, quality linen, dressing gowns and complimentary Molton Brown toiletries. There is an on-site laundry; alternatively a same day dry-cleaning service is available (subject to charges). All rooms have complimentary Wi-Fi and provide extra large work areas for laptops and documents.

All residential guests have access to the beautiful grounds of Churchill College, as well as our on-site car park, gym and Tower Lounge Bar with roof terrace that boasts some of the finest views across Cambridge's historic skyline.

Checking in/out

Our standard **check in** time is **14:30** and our **check out** time is **10:30**.

We try to accommodate our delegates' needs as much as we possibly can. If you would like to request an early check in or late check out our staff will endeavour whenever possible to do so, however, this can not be guaranteed.

Late arrival

If you are arriving after 22:00 please ring the bell at the main entrance and the Night Porter will be able to check you in to your bedroom and assist where necessary.

Our catering facilities will be closed from this time. If you would like a cold platter in your bedroom or refreshments please advise us in advance and we can arrange this for you.

Luggage hold

We offer our guests a secure luggage holding room if you arrive prior to check in or are staying on site after you check out. This complimentary service is accessible at main reception.



Booking accommodation

If you require accommodation please first check with your course organiser to confirm if bedrooms have already been reserved for delegates attending. If this is the case your course organiser may be collating a rooming list for the event or alternatively offer you a promotional code for you to quote at the time of booking.

If your event organiser has not reserved bedrooms you can book your bedroom privately by calling +44 (0) 1223 465500 or emailing reception.moller@chu.cam.ac.uk and ask for the events team. Please note if you are bringing a partner a double occupancy charge of £20+ VAT per night is applicable.

Alternative local hotel

We try wherever possible to accommodate guests on site, however, due to demand this is not always possible. If we are unable to accommodate you our front of house team will happily offer information and contact details on alternative local accommodation.

Smoking

It is illegal in the United Kingdom to smoke in any enclosed public area. It is also strictly prohibited to smoke in our bedrooms and guests found smoking will automatically be charged £166 + VAT. This cost is for servicing the bedroom and for lost revenue in having the bedroom out of service. If you would like to smoke please only do so outside and use the appropriate bins provided.



Food and drink

All food is cooked on the premises by our team of internationally trained chefs. We use seasonal, sustainable and locally-sourced produce in our dishes.



Tea and coffee stations

Delegates are invited to help themselves at anytime to refreshments throughout the day, including Fairtrade® coffee, a selection of Clipper® traditional, fruit and herbal teas, cereal bars, canned soft drinks, bottles of still and sparkling water, fresh and dried fruit, Danish pastries, and a selection of home-made cookies and cakes.

Breakfast

For our residential guests we offer a superb selection of freshly baked pastries, fruits, cereals and yogurt. Alternatively you can enjoy an impressive full English breakfast selection.

Breakfast is served in the Restaurant 07:00 – 09:30 on weekdays and 07:30 – 10:00 at the weekend.

Tower Lounge Bar

This facility is light and spacious, offering stunning views over Cambridge. In the evening the tower is used as a fully functional bar with mood lighting where guests can purchase beverages and order food from our extensive bar menu.

Hans J. Wegner Lounge

Filled with iconic Danish furniture and looking out on Churchill College's lawns, the Wegner Lounge offers an attractive area to work or relax in. In the summer, the lounge is complemented by a spacious patio that can also be used by day or residential guests.

Tea and coffee are available in the Wegner Lounge throughout the day and in the evening the bar is also open, where guests can purchase alcoholic and non-alcoholic drinks.

Mini Bar

All bedrooms have a fully stocked mini bar facility where snacks and beverages can be purchased.



Dietary requirements

We use fresh, local and sustainable produce wherever possible and we try our very best to accommodate all dietary requirements.

If you have a dietary requirement that you would like us to make provisions for, then please either contact the course organiser for your event or alternatively call the events team via main reception [+44 \(0\) 1223 465500](tel:+441223465500) or email reception.moller@chu.cam.ac.uk.



Facilities



Business centre

A complimentary dedicated business facility with 12 PCs that will allow you to load and work on personal files and documents, access the internet or log on to other websites remotely. You can also print, scan or photocopy as required for a small charge.

Please note free Wifi access is available across the entire Møller Centre site. Technical assistance is available.

Fitness gym

Refurbished in 2012, our fitness gym has everything required for a good workout while overlooking Churchill College lawn.

The equipment includes a selection of cardiovascular equipment, free weights, weights and matted area for abdominal and functional training. Shower and changing facilities are available.

While there is no charge for using this service you will be required to complete a short disclaimer at Reception

Events team

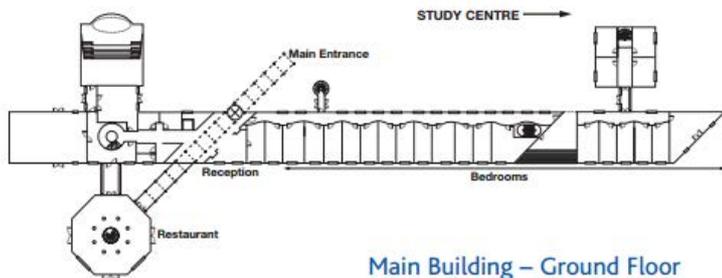
The events team is here to support your organiser and to ensure your experience on site exceeds expectations.

If your organiser is not arranging everything for you, we can book your bedroom, make note of your dietary requirements, help you book taxis, arrange leisure activities and much more. If you feel you require further information or need additional support prior to arrival please [contact us](#).

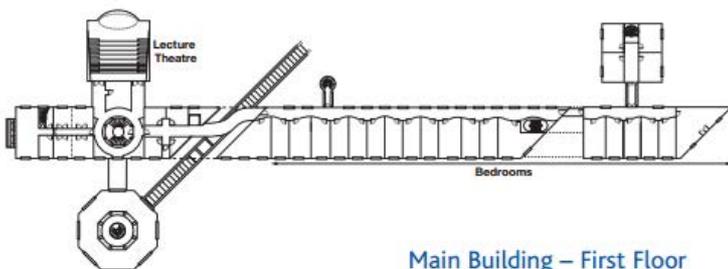


The Møller Centre site

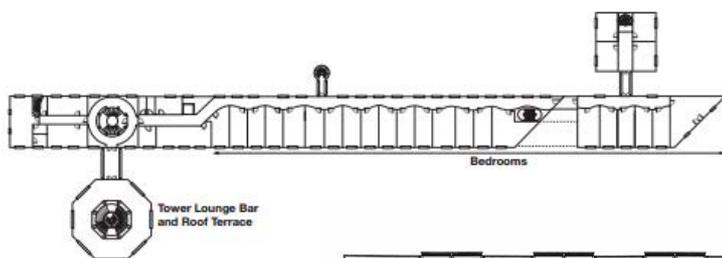
Our meeting rooms are located across the Main Building and the Study Centre, our new Møller Suites and Lecture Theatre in the Main Building, and our remaining suites and meeting rooms in the Study Centre.



Main Building – Ground Floor

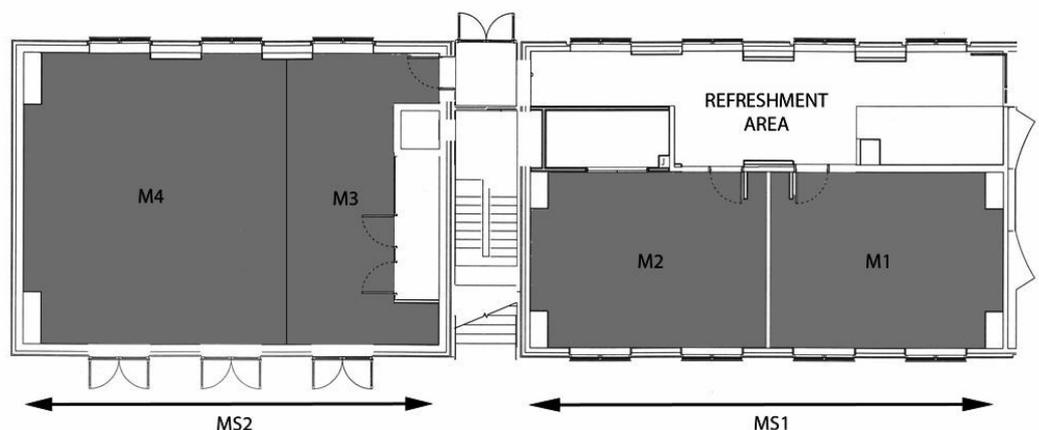


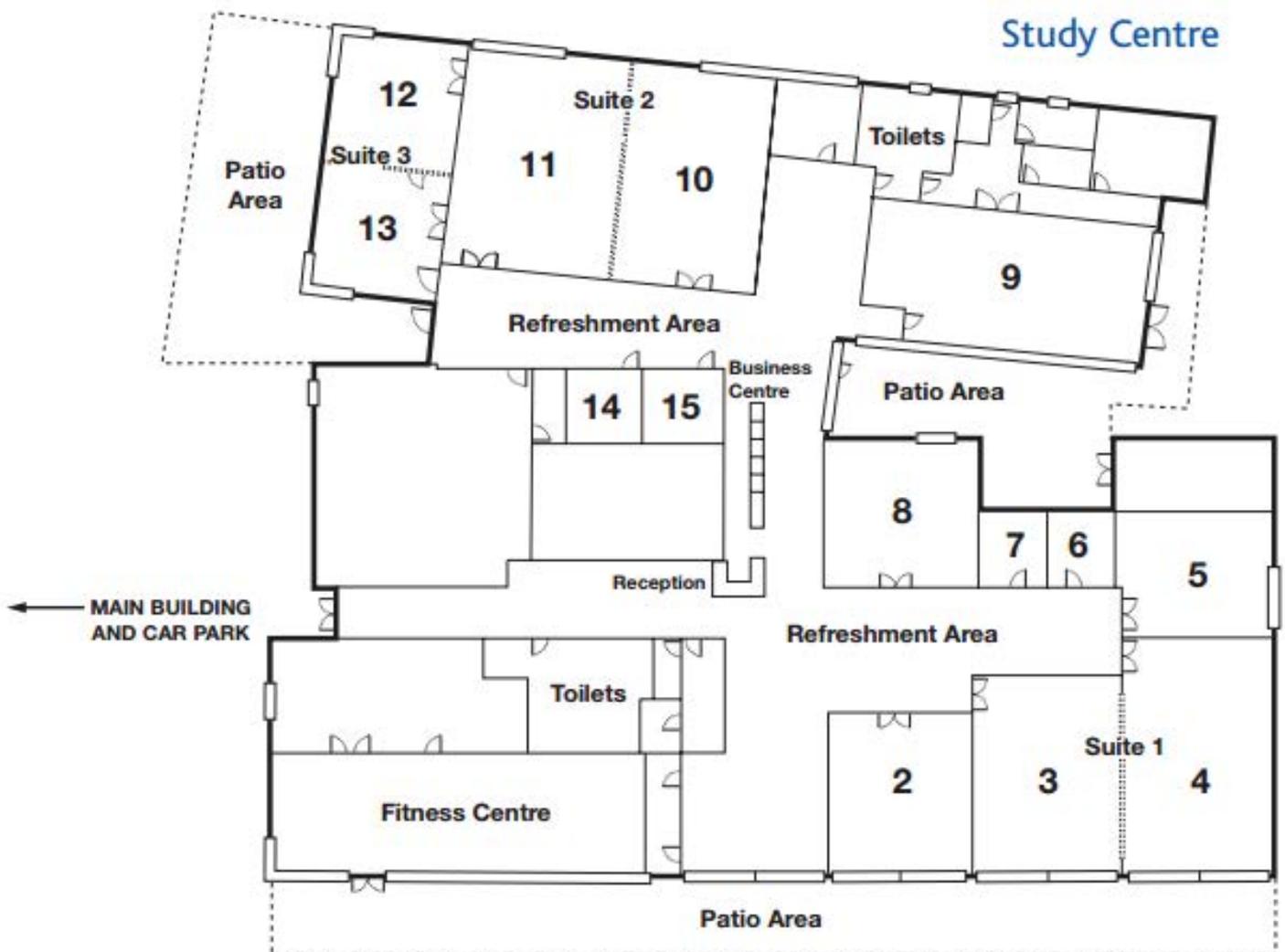
Main Building – First Floor



The site maps below are designed to assist you in locating where you need to be. If you are unsure when you arrive on site which meeting room you are in, please go to Main Reception and they will be able to direct you. There is lots of signposting and friendly staff once you arrive on site to help.

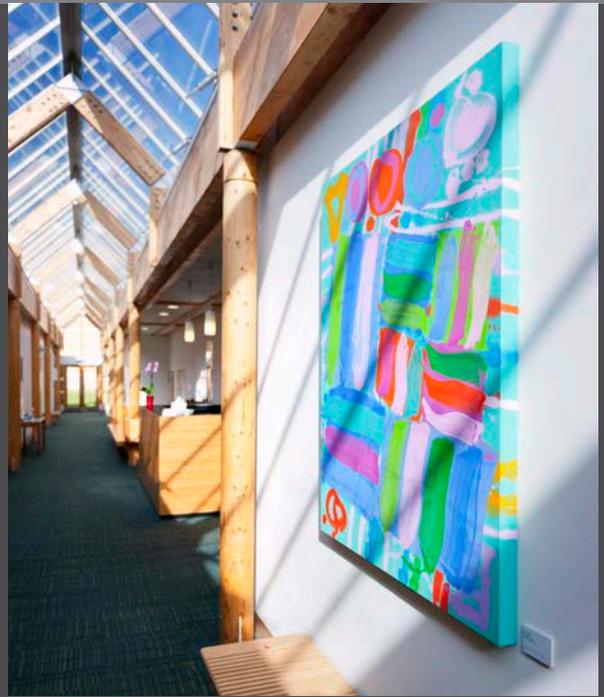
The new west wing of the Main Building includes 21 new bedrooms and two new suites that can be divided into four meeting rooms, with a refreshment area (see below).







Further information



Accessibility

The Møller Centre is fully accessible to guests. Designated disabled car parking is available at the front of the building close to the main entrance. We also have three wheelchair accessible bedrooms and a hearing loop is available in all training facilities on request.

If you require any assistance please do not hesitate to [contact us](#) and we will be happy to help.

Emergency health

If you feel unwell at any time please inform a member of staff on site. The Duty Manager will be a first aider and additionally can advise of local out of hours GP services and pharmacies.

Cultural activities

We can help guests make the most of their stay in this exciting city, whether you have an hour or a weekend to spare. There is so much to do in Cambridge – from guided walking tours of the city, chauffeured punting along the College Backs, inspirational museums, theatres and art galleries, to name just a few.

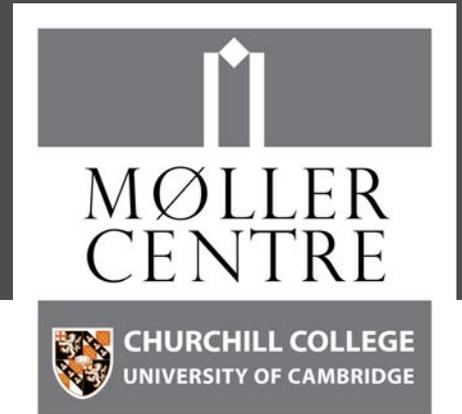
If you would like to book a leisure activity please call the events team via main reception +44 (0) 1223 465500 or email reception.moller@chu.cam.ac.uk.

Your feedback

We hope you have found this guide useful and that you now have all the information you require.

Once on site we kindly ask if our delegates can complete a short feedback questionnaire. Feedback is very important to us so we can monitor our performance and improve our customer experience.

As part of our ongoing commitment towards being socially responsible, for every completed feedback questionnaire we receive, we donate 50p to Alzheimer's Society. We thank you in advance for supporting us and our chosen charity.



For more information please contact us:

Reception: +44 (0)1223 465500

Sales: +44 (0)1223 465555

Email: sales.moller@chu.cam.ac.uk

The Møller Centre,
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