



St John's College, Oxford

Conference and Events Brochure

1st October 2018 - 30th September 2019





## Introduction to St John's College

The University of Oxford is one of Europe's foremost and oldest centres of learning. Situated beside the Rivers Thames and Cherwell, it combines magnificent examples of every English building style from the 11th to the 21st century. Visitors to Oxford will find many attractions. There are a number of walks through the quaint back streets, across Christ Church Meadow to the Thames and Cherwell or to the Botanical Garden.

The University of Oxford is basically a federation of Colleges, each one being an independent, self-governing foundation, with many Colleges tracing their beginnings back to the Middle Ages. The ancient city of 'dreaming spires' is 57 miles from London, with good rail and coach services to the capital and easy access to Heathrow and Gatwick airports. The Cotswolds and Chilterns are within one hour by road and several stately homes and important gardens are nearby - Blenheim Palace, Rousham, Hidcote, Windsor Castle, Savile Gardens - to mention but a few. The historical town of Stratford is also easily accessible. There are two main theatres in the centre of the city and numerous restaurants and inns.

The College of St. John Baptist was founded in 1555 by Sir Thomas White, a wealthy London Merchant Taylor, former Lord Mayor of London and a devoted Roman Catholic. His object was to secure a supply of clergy to rebut current heresies.

The site and buildings were those of St. Bernard's College, a Cistercian house begun by Archbishop Chichele in 1437. The front of the College appears much as it did then, as do the North and South sides of the Front Quadrangle. The College incorporates the famous 'Canterbury Quadrangle', a masterpiece of seventeenth century architecture. The Holmes Building was added in 1794, the North Quadrangle from 1880 onwards, the Dolphin Quadrangle in 1948, the Beehive Building in 1960 and the 'Sir Thomas White Complex' in 1975. The Garden Quadrangle was built in 1995 and the newest addition, the Kendrew Quad, was completed in 2010.

The College has had a close connection with many famous schools, such as Christ's Hospital, Merchant Taylor's School (founded in 1561), and the schools of Tonbridge, Bristol, Reading and Coventry.

The College came to prominence in the first half of the seventeenth century under the presidencies of William Laud (1611-21), William Juxon (1621-33) and Richard Baylie (1633-48 and 1660-7). All were devoted to their alma mater. Laud and Juxon became Archbishops of Canterbury and Laud, while serving under Charles I, attempted to enforce strict observance of the Prayer Book, and his consequent struggle with the Puritans led to his impeachment for high treason, and he was beheaded in 1645. Other famous College alumni include: R. Henley, first Earl of Northington, Lord Chancellor James Shirley; A.E. Housman; George, Viscount Cave, Lord Chancellor; Gilbert Murray, O.M.; L.B. Pearson, Canadian Prime Minister; Dean Rusk, U.S. Secretary of State; Kingsley Amis and Sir Tyrone Guthrie.



## Running your event at St John's College

With a central location in the heart of Oxford, St. John's College is easily reached from all parts of the country making us an ideal venue for conferences, courses, seminars and meetings.

The facilities are available to book during vacations, mainly during the Easter and summer vacations.

**Easter Vacation 2019:** Sunday 10th March to Saturday 27th April

**Summer Vacation 2019:** Sunday 23rd June – Friday 4th October

The College usually closes down for four days around Easter and for two weeks at the end of August. Please enquire with the Conference Office for confirmed closure dates.

This brochure contains information on the available teaching spaces, fresh seasonal menus which have been crafted by our Catering Manager and Head Chef and a selection of wines handpicked by our Steward of Hall.

The dedicated team at St John's are here to make sure your event runs smoothly from start to finish. If you would like to enquire about holding your event with us please do not hesitate to contact us on the details below.

We look forward to working with you.

The Conference & Catering Team

[Conferences@sjc.ox.ac.uk](mailto:Conferences@sjc.ox.ac.uk)

01865 277486

## Lecture Rooms

There are a range of rooms available at St John's College, which can facilitate small meetings to large lectures. We can supply additional equipment such as AV equipment, flipcharts and poster boards and technical help so you can confidently present to your audience.

Please note all prices in this brochure are exclusive of VAT.



### Garden Quad Auditorium

- Accessible
- The capacity is as follows:  
122 x Auditorium seats  
45 x Bench Seats  
14 x Loose Chairs  
25 x Standing

Please note the seating capacity in the Auditorium may vary depending on your function. Please ask the Conference Office for further details.



### Garden Quad Reception Room

- 13.60m x 13.79m
- Accessible
- Seats up to 120 for a meal and 180 for a standing drinks reception
- Ideal space for poster board presentations and refreshment breaks.

If this room is booked alongside the Auditorium and used for refreshments only there is no additional charge.



### Garden Quad Foyer

- 3.69m x 9.57m
- Accessible
- Joins the Auditorium and the Reception Room together
- Ideal space for registering delegates, small poster board presentations or drinks receptions.

The Foyer is included with a booking for the Auditorium or Reception Room.



### New Seminar Room

- 9.14m x 6.40m
- 50 theatre style
- 16 classroom
- 20 boardroom



### 21 St Giles Seminar Room

- 7.43m x 5.67m
- 20 Boardroom
- 82inch Interactive touch screen display



### North Lecture Room

- 8.22m x 5.79m
- Can be made accessible
- 30 classroom
- 12 U-Shape



### Larkin

- 9.14m x 7.62m
- Accessible
- 40 theatre style
- 18 classroom
- 20 boardroom
- 40 standing
- Located opposite the Prestwich



### Prestwich

- 9.14m x 7.62m
- Accessible
- 40 theatre style
- 18 classroom
- 20 boardroom
- 40 standing
- Located opposite the Larkin  
this room is also ideal for refreshment breaks



### Dolphin Lecture Room

- 6.70m x 5.79m
- 14 boardroom
- Whiteboard
- 40inch HD TV



#### G4

- 6.52m x 5.29m
- Accessible
- 12 boardroom
- 82inch Smart board display
- Whiteboard



#### G5

- 6.52m x 5.29m
- Accessible
- 12 boardroom
- 75inch Interactive touch screen display



#### Rural Economy 1

- 4.81m x 3.29m
- Accessible
- 12 boardroom
- Whiteboard



#### Rural Economy 2

- 4.79m x 2.47m
- Accessible
- 10 - 12 T-Shape
- Whiteboard



#### The Barn

- 10.9m x 2.7m
- Accessible
- 50 theatre style
- Good for exhibitions and small drinks receptions



## Exhibition Room

- 8.3m x 5.1m
- Used for exhibitions

The Barn and the Exhibition Room can be hired together

## Equipment

The following equipment is available to hire. Please specify at the time of booking if you require equipment or technical support during your event.

PowerPoint Projector, Screen and Laptop

Flip chart, with pens and paper

Poster Boards

Each poster board consists of a cluster of three boards. Each individual board is 1.75m x 0.86m and the whole board can be used double sided.



Photocopies

£0.40 per A4 sheet, £0.80 per A3 sheet

Printer

From £36.00 per day

Technician Hourly Rate

£28.00 per hour (between 8am & 4pm)

Technician Day Rate

£185.00 per day (between 8am & 4pm)

Technician Out of Hours Rate

£38.00 per hour (after 4pm)



## Dining at St John's College

We cater for a variety of formal and informal functions, offering a choice of delicious menus to suit your needs and fine wines picked from our extensive College cellar.

Dining can take place in a range of attractive settings, from our elegant 16th-century Hall which can seat up to 140 to the modern Kendrew Café which can cater for up to 60. The Garden Quad Reception Room can also be used for hot, cold and finger buffets, sandwich lunches as well as formal lunches and dinners (a room hire fee may apply). The capacity of the Reception Room will depend on the set up style required.

Our team of talented chefs are happy to cater for dietary requirements and these should be confirmed a week before the event. It may not be possible to cater for a special diet if adequate notice is not given. **All prices shown are exclusive of VAT.**

## Canapé and cocktail snacks

### Canapés

We recommend six servings per person and you may choose the toppings from the following.

- Tuna with mango confit
- Chargrilled asparagus with lemon cream cheese
- Mozzarella and blushed tomatoes with olive tapenade
- Fig butter and pistachio
- Mandarin and prune with smoked duck
- Smoked chicken with pickled cucumber and mint crème fraîche

### Cocktail snacks

Please choose five from the following.

- Vegetable crisps
- Potato crisps
- Mini cheddars
- Pretzels
- Roasted peanuts
- Mixed olives
- Selection of crudités and classic dips





## Sandwich lunch and afternoon tea

### Classic sandwich lunch

Selection of sandwiches and rolls  
Vegetable crisps  
Fresh fruit platter  
Selection of yoghurts  
Still and sparkling water

### Afternoon tea

Selection of sandwiches and freshly made cakes  
Fresh coffee served in cafetieres  
Fruit teas  
Earl Grey  
Traditional English breakfast tea

Sparkling wine can be added for an additional charge.



## Finger food

Please choose two from each section or six in total.

### Fish

Salmon goujons with tartare sauce  
Mini fish cakes with a sweet chilli dip  
Smoked haddock and chive spring rolls  
Smoked haddock tarts  
Avocado and prawn on a cheese biscuit

### Meat

Cumberland sausage roll  
Smoked bacon and cheese tarts  
Quails Scotch egg  
Mini bacon and cheese tarts  
Breaded chicken strips

### Vegetarian

Sweet potato bhaji  
Vegetable filo parcel  
Stilton and apricot tart

The finger buffet will be served with a selection of sandwiches, vegetable and potato crisps and still and sparkling water



## Cold buffet

The cold buffet is served with a bread roll, butter and still and sparkling water and you can create your buffet from the options below.

Please choose from the following items. If your function is for less than 30 people please select one, if it is over 30 you may choose two.

Roast salmon with dill and lime mayonnaise  
Smoked Salmon Salad  
Smoked trout with tarragon mayonnaise

Please choose from the following items. If your function is for less than 30 people please select one, if it is over 30 you may choose two.

Glazed gammon  
Chargrilled chicken  
Roast beef

Please choose from the following items. If your function is for less than 30 people please select one, if it is over 30 you may choose two.

Roast vegetable and goat's cheese quiche  
Tofu, rosemary and roast pepper brochette  
Feta and wild mushroom filo tarts

The cold buffet will also be served with the following.

New potato, spring onion and chive salad  
Greek salad  
Mediterranean couscous salad  
Mixed leaf salad  
Fresh fruit platter  
Passion fruit cheesecake  
Lemon posset with raspberries



## Two course cafeteria style lunch and dinner

A two course cafeteria style lunch can be served in both the Hall and the Kendrew Café between 12:00 and 13:00.

A two course cafeteria style dinner is only available in the Hall and this is served between 18:00 and 18:30.

The dishes served are the chef's choice and the menus can be made available a week in advance.

Please note that depending on the size of your conference you will have the opportunity to share these dining areas with other members of the College. The Conference Office will be able to advise you further on this.

## Hot buffet

The hot buffet can be served in the Garden Quad Reception Room (a room hire fee may apply), or the Hall or Kendrew Cafe if you have sole use. Please ask the Conference Office for further details.

### Spring/summer

Please choose one from each section or three in total.

#### Meat

Toulouse sausage with braised lentils and buttered cabbage

Guinea fowl with wild mushrooms, potato purée and leeks

Roast chicken breast, potato purée, spinach and pine nuts

#### Fish

Chalk stream trout with seasonal vegetables, spinach, celeriac remoulade with a salmon bisque

Roasted salmon with peas, chorizo and sautéed potatoes

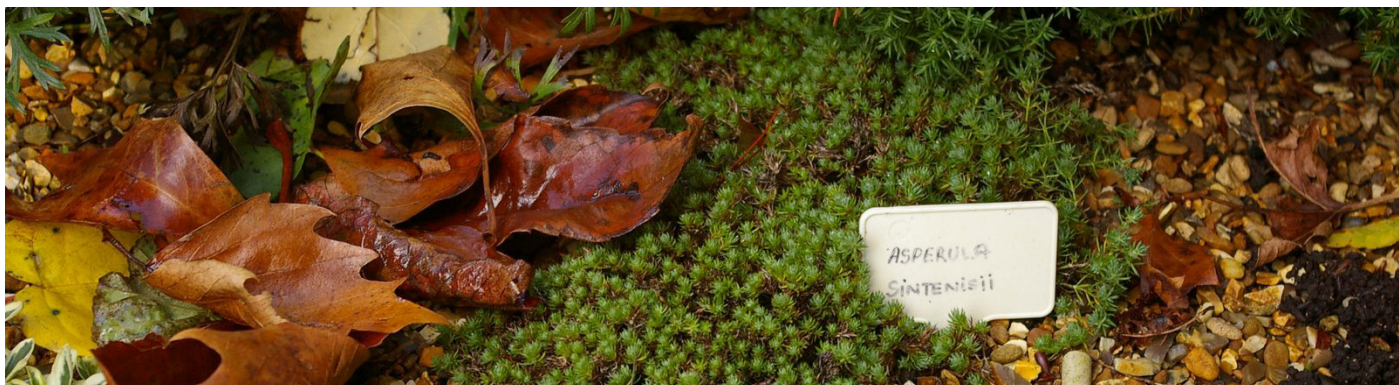
Oven roasted lightly smoked haddock, fish velouté, crushed new potatoes, sauce Grenoble and croutons

#### Vegetarian

Chestnut mushroom and cheese fritters with escalivada

Roasted red pepper polenta with red pepper purée, green beans and soy

Cauliflower rice biryani



### Autumn/winter

Please choose one from each section or three in total.

#### Meat

Belly of pork with roast apple, black pudding rosti, sautéed Savoy cabbage, rosemary and caramel sauce

Sauté chicken breasts on crushed potatoes with chestnut mushrooms, shallots and tarragon in white wine cream sauce

Pan fried liver, bubble and squeak potato cake, crispy bacon and onion gravy

#### Fish

Oven roasted salmon fillet wrapped in prosciutto with pea and potato cake and white wine sauce and fried rocket

Grilled bream with mustard and tarragon sauce, asparagus, peas and potato purée

Leek and chervil risotto, mozzarella shaves and lightly spiced haddock

#### Vegetarian

Woodland mushroom, leek and Applewood smoked Cheddar macaroni cheese

Butternut Squash, pine nut and Gorgonzola risotto with a rocket and pine nut salad

Goats' cheese and chive croquette with a pea, broad bean and wild mushroom fricassée

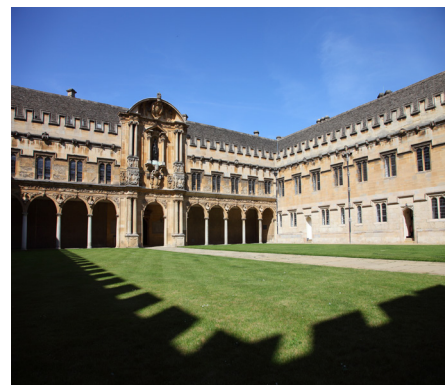
## Conference Extras

Morning/afternoon tea, coffee and biscuits

Morning/afternoon tea and coffee with either pastries or cake

Tea and coffee served with lunch

Soft drinks (see wine/drinks list for options)



## Formal three and four course dinner menus

### Spring/summer

These menus are available between April and October and are all served with a bread roll, butter and still and sparkling water.

#### Menu 1

Sautéed chicken liver on potato rosti, rocket,  
young beetroot and bacon

\*\*\*

Seared scallop, pea purée, pea shoots and cumin  
infused oil

\*\*\*

Roast chicken breast, potato purée, spinach and  
pine nuts

\*\*\*

Mango parfait, coconut sorbet with a mango and  
passion fruit salsa

#### Menu 2

Roquefort, pear and red chicory salad, with a  
walnut dressing

\*\*\*

Roasted cod with champagne and honey

\*\*\*

Confit duck leg, braised red cabbage, green  
peppercorn sauce and caramelised apple

\*\*\*

Pimms terrine with a cucumber and mint ice  
cream

#### Menu 3

Cherry tomato gazpacho with basil

\*\*\*

Roast Salmon fillet with asparagus spears  
and red onion hollandaise

\*\*\*

Saddle of rabbit stuffed with prunes,  
brandy jus, braised gem and gratin potatoes

\*\*\*

Coconut panna cotta with strawberry gel,  
strawberry sorbet and cut strawberries

#### Menu 4

Celebration of peas

\*\*\*

Griddled sea bass with courgettes,  
tomatoes, olives and basil

\*\*\*

Rump and rib of lamb with wild  
garlic risotto and fava beans

\*\*\*

Lemon and sesame tart, lemon ice cream and  
sesame meringues



## Autumn/Winter

This menu is available between October and March and are all served with a bread roll, butter and still and sparkling water.

### Menu 1

Pea and honey-roasted gammon salad with  
pea soup and a crispy hens egg  
\*\*\*

Citrus cured salmon with avocado purée and  
salmon roe  
\*\*\*

Guinea fowl with ginger braised leeks, morels  
and rosemary, shallot purée  
and sautéed spinach  
\*\*\*

White chocolate and cranberry bread and butter  
pudding, satsuma and cranberry Suzette

### Menu 3

Cheese soufflé with beetroot, walnut and  
pomegranate salad  
\*\*\*

Grilled chalk stream trout with a mustard and  
tarragon sauce, porcini mushrooms and peas  
\*\*\*

Cannon of lamb with black olive, gnocchi, tomato  
and courgette  
\*\*\*

Pressed apple with elderberry sorbet and nut  
crumb

### Menu 2

Warm goat's cheese salad, beetroot purée, smoked  
bacon and blushed tomatoes with an olive  
tapenade  
\*\*\*

Seared salmon with apple and radish salad  
\*\*\*

Pot roasted beef brisket with root vegetable  
mash, parsnip crisps, baby carrot and horseradish  
\*\*\*

Set chocolate ganache, almond crumble with  
orange and Campari ice cream

### Menu 4

Camembert, fig and onion tart, apple purée and  
salad herbs  
\*\*\*

Chicken with smoked garlic, mushrooms, and pea  
shoots  
\*\*\*

Oven roasted cod with pork belly, sautéed  
potatoes, purple sprouting and lemon butter  
\*\*\*

Caramel pannacotta with homemade gingerbread  
and double cream



## Vegetarian dishes

When selecting a three or four course menu you can also select a vegetarian alternative from the dishes below. The price will remain the same as the chosen menu above.

### First course

Seared tofu, aubergine purée, salad herbs and cumin infused oil

Asparagus, crispy egg, hollandaise sauce, chard and Thai basil

Fried wild mushroom on a bed of quinoa, Parmesan cream and parsley emulsion

### Second course

White wine poached heritage beetroot, horseradish crème fraîche, with a wild mushroom purée

Potage of vegetables with poached hens egg  
and fresh herbs

Charred asparagus, ash goat's cheese, quince terrine and hazelnuts

### Main course

Roasted vegetable and thyme strudel with a roast onion jus, chick pea croquettes, chard shallot,  
aubergine purée and baby carrots

Risotto Milanese with chestnut mushrooms, confit peppers and chard tofu

Potato gnocchi, parmesan sauce, asparagus and tenderstem broccoli

## Extras

Cheese course





## **Wine and drinks menu**

All prices shown are exclusive of VAT.

### **Soft Drinks**

- Frobishers Orange Juice (250ml glass bottle)
- Frobishers Apple Juice (250ml glass bottle)
- Cox's Apple Juice (275ml glass bottle)
- Belvoir Elderflower Presse (250ml glass bottle)
- Belvoir Lime & Lemongrass Presse (250ml)
- Belvoir Raspberry Lemonade Presse (250ml glass bottle)
- Pomegranat & Elderflower (275ml glass bottle)
- Large Bottle of Elderflower Presse (750ml)
- Mango & Coconut Presse (275ml glass bottle)
- Sprigbourne Still Water (300ml plastic bottle)
- Sprigbourne Sparkling Water (300ml plastic bottle)
- Hildon Sparkling Water (750ml glass bottle)
- Hildon Still Water (750ml glass bottle)

### **Sparkling Wine, Champagne and Cocktails**

- Fresita Sparkling Strawberry
- Prosecco, Botler
- St John's College Cava
- St John's College Premier Cru, Brut
- 1L Jug of Pimms and Lemonade or Mojito (Serves 5)
- 1L Jug of Mocktail (Serves 5)

## Red Wine

### House Red

#### Château Méaume 2010

Beautifully deep in colour, smooth, fruity and can be drunk fairly young

Food match: Beef, Game, Lamb

#### St John's Rouge

Very fruity and soft with medium tannins, a touch of pepper on the finish but not overpowering, good all-rounder and great value

Food match: Poultry, Lamb, Pork

#### Bourgogne Pinot Noir, Prieur 2013

Very herbaceous and light, earthy aromas, faint floral smell of roses and violets

Food match: Pork, Game, Rich Fish, Chicken

#### Backsberg Pinotage

A potpourri of mulberry and strawberry aromas with a fine herbaceous edge, light bodied. Ample fruit, great juiciness and soft tannins

Food match: Beef, Lamb, Spicy Food, Mature Cheese

#### Quinta do Lagoalva 2011

Black cherry, spice blackberries, cinnamon & star anise with chocolate notes, very soft and silky

Food match: Pork, Game, Cheeses

#### Cotes du Rhone Jaume 2011

Medium bodied and smooth with a hint of smoke, it offers red and dark fruit, raspberries, blackberries, some hint of liquorice

Food match: Beef, Lamb, Game

#### St John's College Claret 2011

Ruby, with dark fruits, spices, cherries and coffee notes

Food match: Beef, Game, Lamb

#### Château Patache d'Aux 2010

A succulent body of spices, black cherry fruit with a hint of liquorice, a very reliable quaffable claret

Food match: Beef, Game, Lamb

#### Crozes-Hermitage, Delayque 2010

Red, rich and intense, peppery and spicy with blackcurrant fruit

Food match: Beef, Lamb, Game

#### Vieux Château Gaubert Rouge 2005

Aromas of red cherry, woody and velvety, smooth and oaky with dark fruits hint of vanilla

Food match: Beef, Game, Lamb

#### Bourgogne Rouge, Tollot-Beaut 2008

Very fresh raspberry and red berries, woody scents and peppery finish

Food match: Pork, Game, Rich Fish, Chicken

Archangel Pinot Noir 2014

The nose is reminiscent of strawberries; the palate is smooth, with a hint of rhubarb and cranberry.

Food match: Duck, Pork, Chicken

Leylands Shiraz 2007

Deep purple liquorice tones and a good rich berry fruit

Food match: Beef, Game, Lamb, Mature Cheese

## White Wine

### House White

St John's College Blanc du Blancs NV

A very nice, crisp white wine with a floral bouquet and nice mineral notes

Food match: Chicken, Shell fish, Pork, Veal, Salads

Bourgogne Chardonnay Prieur 2014

Floral, good minerality, balanced fruit and just a touch of soft wood

Food match: Pork, Rich Fish, Poultry

Jaffelin Chardonnay 2011

Fruity and round Chardonnay, light fruit elegant minerals, smokey and enjoyable

Food match: Pork, Fish, Asparagus, Vegetarian Dishes, Poultry

St Johns College Sauvignon Blanc 2014

A fine Bordeaux Blanc, notes of melon, peach, lime, green apples and floral nuts

Food match: Chicken, Shell fish, Pork, Veal, Salads

Robert Oatley Chardonnay 2014

Fleshy white peach, passion fruits, honey suckle and pineapple, great balance of fruit and crisp acidity

Food match: Fish, Chicken, Guinea Fowl

Gewurztraminer Herrenwig 2014

Pale straw with light grassy hues, the nose is rich with honey, pear and melons

Food match: Pork, Rich Fish, Spicy Dishes, Poultry

Bourgogne Chardonnay Tollot-Beaut 2013

Full of life, this is a classical well balanced white burgundy; the colour is golden.

Food match: Pork, Rich Fish, Poultry

## **Dessert Wine**

Coteaux du layon 2009

Complex aromas of acacia flower, honey, lemongrass and candied fruit, balanced with fresh acidity and delightful fruit flavors

Les Carmes du Rieussec 2011

Dark golden colour, dried apricot and pineapple a bit of muscat, full body with well-balanced sweetness and acidity

## **After dinner drinks**

Baileys Irish Cream

Cognac

St John's College Old Wood Port

2008 Graham LBV

St John's College LBV

St John's Amontillado

## **Beer and Cider**

Heineken (330ml glass bottle)

London Pride (500ml glass bottle)

Corona Extra (330ml glass bottle)

San Miguel (330ml glass bottle)

Budweiser (330ml glass bottle)

St John's College Ale (500ml glass bottle)

Guinness (440ml can)

Bulmer Cider (500ml glass bottle)

Kopparberg Strawberry & Lime (500ml glass bottle)

Kopparberg Mixed Fruits (500ml glass bottle)



## Accommodation at St John's College

All rooms are comfortably furnished and have heating. Most have washbasins and hot and cold running water with adequate bathrooms and toilets near to all rooms, except in Kendrew Quad where all rooms are en suite. Towels, bed linen (duvets) and coat hangers are supplied and rooms are serviced daily, except at weekends. Complimentary toiletries and tea and coffee making facilities are available in each room.

There are no double rooms but upon request we can put couples in rooms close together or make up a limited number of twin rooms. Ground floor accommodation is limited but we will try our best to accommodate any special requests if they are specified beforehand.

Please note the College does not provide an early morning call system or a concierge service.

Upon arrival bedroom keys are collected from the Main Porters Lodge, which is open 24 hours a day, 365 days of the year, a key card will also be issued which allows 24 hour access onto the College premises through various gates. Check-in is from 14:00 unless agreed differently with the Conference Assistant.

Rooms should be vacated by 10am on the day of departure and all keys and cards should be returned to the Porters Lodge. Failure to return keys/cards causes great inconvenience to the College and each missing key will be charged to the conference at £10 per key. Storage facilities for luggage can be arranged with the Conference Assistant before the start of the conference.

All room rates include breakfast, which is a self-service buffet served in the Hall at the following times:

**Monday to Saturday:** 8:00am to 9:00am

**Sunday:** 9:00am to 9:40am

Please note that babies and children under the age of 16 years cannot be accepted. Anyone aged between 16 and 18 should be adequately supervised by an adult. Animals are not allowed into the College, with the exception of service dogs.

Final accommodation requirements, containing delegate names in alphabetical order and type of room required, should be supplied no later than 14 days prior to the start of the event and should be presented on the accommodation template supplied by the Conference Assistant.



## The College Bar

The College Bar is located in the heart of the College and offers draught beer, seasonal cocktails, wines and spirits, in a welcoming and relaxed atmosphere. The Bar is open Monday to Saturday from 18:00 to 23:00, last orders are at 22:30.

If you wish to make use of the Bar during your conference please email the Bar Manager at [yannick.joseph@sjc.ox.ac.uk](mailto:yannick.joseph@sjc.ox.ac.uk).

## Important Information

### Car Parking

There is no parking available on site at St John's College but it may be possible to arrange parking for short periods for organisers to drop off materials. If this is required please inform the Conference Assistant along with the name of the driver, registration number and an estimated arrival and departure time.

There are public car parks in the vicinity and short term parking is available outside the College on St Giles Street which is free for Blue Badge holders. For information on all parking in and around Oxford please visit <http://www.oxford.gov.uk>.

For overnight stays there are two feasible options. The first is the underground carpark at Gloucester Green, which is in Central Oxford and just a few minutes' walk from St John's College. Further information on opening times, charges and ways to pay can be found here [https://www.oxford.gov.uk/info/20012/parking\\_and\\_travel](https://www.oxford.gov.uk/info/20012/parking_and_travel).

The second option is to use one of the five Park and Ride services around Oxford. For further information on opening times, parking time restrictions and costs please visit <https://www.oxfordshire.gov.uk/cms/content/park-and-ride-locations>. Alternatively you can call the Public Transport office on 01865 792422.

### Taxis

Hackney carriages are available at taxi ranks around Oxford, including the bus station at Gloucester Green, the train station and on St Giles. Please note that these are the only vehicles licensed by the Council that can legally stand and ply for hire in Oxford. Any other vehicle you hail may be dangerous and uninsured for public hire. However the Council also license a number of private hire vehicles in the city but these should not be hailed in the street but can be pre-booked. For a full list with contact details please refer to [www.oxford.gov.uk](http://www.oxford.gov.uk).

## Security

Windows should be closed and rooms locked at all times, especially if the room is vacant. Upon departure the room should be left locked. Please note that the College accepts no liability for any loss, damage or injury to visitors or their property, howsoever caused, during their stay in College. Appropriate insurance cover should be obtained.

## Smoking

In accordance with government legislation, all buildings and enclosed spaces in St. John's College are non-smoking. Appropriate 'No-smoking' notices are displayed, in accordance with the legislation.

There are two sheltered designated areas which can be found:

- In the Dolphin Quad (East Side Cloisters)
- In Middleton Hall Garden (Smoking Shelter).

These areas have been identified on the map at the back of this brochure.

The following are designated unsheltered areas, where labelled bins are provided:

- Middle Common Room
- Thomas White Quad
- Canterbury Quad (Near the Law Library)
- Garden Quadrangle
- Kendrew Quadrangle.

Please note that smoking is not permitted in the seating area outside the Bar.

## Emergencies

Please contact the Duty Porter on 01865 277300 to report any emergencies. The Lodge is staffed 24 hours a day.

## Internet

Wi-Fi is available in most areas of the College. Wireless connection is available for all delegates on request by organisers in advance. An Excel spreadsheet in alphabetical order of surnames and first names is required from the organisers 7 days in advance so that passwords can be arranged. Current members of Oxford University should not be included in this list, as they can use their own credentials for access through EduRoam.

## Mail

With sufficient notice conference organisers can arrange to have materials delivered to St John's College the day before the start of the event. Deliveries should be addressed to 'The Conference Assistant at St John's College' followed by the event name and posted to;

St John's College, St Giles, Oxford, OX1 3JP.

Outgoing mail may be posted in the post box at the Main Lodge which is collected daily (all mail should show postage paid, by either using a suitable stamp or a freepost envelope).

It is the conference organisers' responsibility to transport any materials around College, a College trolley can be used if needed. Unfortunately St John's is unable to store any materials and everything should be taken away on the last day of the conference.



## Travel, Tourism & Leisure

### Travel

With a central location in the heart of Oxford, St. John's College is easily reached from all parts of the country.

#### Rail

There are frequent trains from Oxford to London (Paddington), Marble Arch and a new service to London Marylebone from Oxford Parkway. There are also direct services to Birmingham, the Midlands, Manchester and the West Country. The train station is centrally located 0.5 miles from the city centre, northwest of Frideswide Square. For further information on station facilities and train times please visit [www.thetrainline.com](http://www.thetrainline.com).

#### Road

Road access to Oxford is good with access from London via the M40 and from the West via the M4 and from the North via the A34 and A43.

#### Air

There is a regular coach service between London Heathrow, Gatwick and Birmingham Airports. Further information on times and prices can be found at [www.oxfordbus.co.uk](http://www.oxfordbus.co.uk).

### Tourism

There are many attractions right on the doorstep of St. Johns College. The University of Oxford is one of Europe's foremost and oldest centres of learning. Visitors will find many attractions with 38 College's and six Permanent Private Halls, ranging from 50 to 750 years in age, many of which are open to tourists.

Other notable attractions within walking distance of St. John's College consist of the University of Oxford Botanic Garden, Ashmolean Museum, Museum of Natural History, University Church of St Mary the Virgin and various walking tours.

If you prefer to venture a little further, then Blenheim Palace, Cotswold Wildlife Park and Bicester Village are all within easy reach from Oxford city centre.

Further information on all of these attractions (and much more) can be found at [www.experienceoxfordshire.org](http://www.experienceoxfordshire.org). The local Tourist Information can be found at 15-16 Broad Street or they can be contacted on 01865 686430 or [info@experienceoxfordshire.org](mailto:info@experienceoxfordshire.org)



## Leisure

Oxford has lots to offer in the way of leisure activities. There is an excellent shopping centre, restaurants to cater for all tastes, an ice rink, theatres and cinemas and many river activities.

If you are feeling adventurous why not hire a bike to see the city at a faster pace, go punting along the river or relax in one of the local health centres. Further information on all these activities (and more) can be found at [www.oxfordcityguide.com](http://www.oxfordcityguide.com).

## Making your booking

To make an initial enquiry please contact the Conference Assistant at [conferences@sjc.ox.ac.uk](mailto:conferences@sjc.ox.ac.uk) or call +44 (0) 1865 277486. You may wish to arrange a time to come and view the facilities before you make your booking.

Before a provisional booking can be made you will be asked to supply the following details about your event in writing:

- The name of the event and a description of the purpose
- A name, address and telephone number for the initial deposit and final invoice
- The name of the organiser(s) along with a valid email address and telephone number
- The dates of the event
- An approximate number attending
- Which lecture rooms are required and what equipment is required
- An outline of any catering and refreshments which are required for each day
- An indication of how many bedrooms are required per night.

Subject to availability a quote can then be issued along with a Booking Contract. The function will not become a confirmed booking until a signed Booking Contract has been returned and a non-refundable deposit has been received. Please refer to the Booking Contract for information on the percentage of deposit which needs to be paid.

As part of the Prevent Duty (the duty in the Counter-Terrorism and Security Act 2015) you will also be asked to supply the name of all speakers and the titles of their talks. This information should be supplied along with the Booking Contract before the start of the event.

Delegate numbers, accommodation requests and catering requirements should be received no later than 14 days prior to the first day of the event. Please refer to sections 4, 10 and 11 of the Terms and Conditions.

## Prices

All prices shown in this brochure are exclusive of VAT. The current VAT rate in the UK is 20%.

You will receive an invoice within twenty-eight (28) days from the last day of the event, which will show the total quote and any additional charges, less amounts paid in the form of deposit(s). All invoices should be paid within twenty-eight (28) days of its date. For further information please refer to the Booking Contract.