

# THE HAYES CONFERENCE CENTRE

Swanwick, Alfreton, Derbyshire DE55 1AU  
T. 01773 526000 E. hayes@cct.org.uk

## About the venue

### Car Parking

Onsite car parking is available with designated disabled parking spaces.

Four **electric car charges** are available. Please head to the venue's reception desk and speak to a member of staff. There is a ten pounds non-refundable deposit. Please note that if you use more than this amount you will charge the additional cost.

### Sat nav

Sat nav users should use **DE55 1AT**.

### Arrival

The URC Registration desk will be open from **12pm on the 30 June** followed by lunch at 1pm. **Access to bedrooms is 3pm.**

During registration you will be given a name badge, lanyard, and a key card for your accommodation. This must be worn at all times throughout your stay at The Hayes. The key card will allow access to your allocated bedroom and all public outer doors.

Luggage storage is available on-site, or alternatively, please leave your luggage in your vehicle until you have access to your accommodation.

If you are a member of assembly, please collect your voting cards and any late papers at the registration desk.

If you have organised a hard copy of the Book of Reports, this will be available for collection from the URC registration desk.

### Meals & amenities

- **Breakfast** is served between 7:45-9:00am each morning
- **Lunch** is served between 1:00-2:00pm
- **Dinner** is served between 6:30-8.00pm – The restaurant stops serving food at 7.30pm so please ensure you arrive on time.
- **Coffee machines** are available from 8am-8pm every day which includes the Derbyshire Suite and the main building. Please note, tea and coffee facilities

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are also available in your bedroom and supplies will be replenished daily by housekeeping between 9am-3pm

- **Cold Water machines** are available in Derbyshire Suite, the main building, and the entrances to the Lakeside.
- **Bar** - The bar will be open from 5:00-11:00pm
- Please note the venue is **CASHLESS** site, any purchases made from the bar or reception will be **CARD ONLY**.

## WIFI

- To access the WIFI please select **CCTWIFI**. There is no password required. Simply, type in your email address and agree to the Terms and Conditions to get connected.

## Health and Safety

- If the fire alarm sounds during your stay, please make your way to the Main Conference Hall which is located just off the main lawn.
- Any children under the age of 16 must be accompanied by an adult at all times
- The venue does not allow external food or drink to be brought on-site unless agreed in advance by CCT. Otherwise, you will be charged corkage.

## Departure

Check-out on departure day, **3<sup>rd</sup> July is 9:30am**.

General Assembly finishes by 12.30pm followed by lunch from 1.00 to 2.00pm. Everyone needs to be off-site by 2pm at the latest.

## URC Contact on-site

If you have any queries or concerns during your stay, please contact Samantha (Sam) Bircham at the registration desk or Mark Robinson.