

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.

Electric car charges are also available onsite. There are six electric vehicle charging points – four close to the main building and two near the Lakeside accommodation. Please visit reception for a key fob to be able to use them. There is a ten pounds non-refundable deposit. If you use more than this amount the venue will charge for the extra cost.

Sat nav

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

Arrival and Registration

The URC Registration desk is open from **12pm on Friday 12 July**, followed by lunch at 1pm.

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

The access to rooms is **3pm**. Luggage storage is available on-site, or alternatively, leave the luggage in your vehicle until access to the accommodation is available.

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If you are a voting member of assembly, please collect your voting cards and any late papers from the registration desk. Please return the voting cards at the end of assembly, and please do not 'doodle' on them as they will be reused for future meetings.

We are introducing a 'first-time speaker card' to all attendees at assembly. Please collect a card from the registration desk.

If you have requested a hard copy of the Book of Reports at the venue. Copies will be available from the registration desk.

Our sponsors Edwards Insurance have supplied water bottles for everyone attending General Assembly this year. These will be available at the registration desk.

Please bring a bag with you. It will make it easier to carry things around.

Meals & Amenities available

- **Breakfast** is served 7:45-9:00am
- **Lunch** is served 1:00-2:00pm
- **Dinner** is served 6:30-8:00pm – The restaurant stops serving food at 7.30pm so please ensure you arrive before this time.
- **Coffee machines** are available from 8am-8pm every day which includes the Derbyshire Suite and the main building.
- Tea and coffee facilities are also available in your bedroom and supplies will be replenished daily by housekeeping between 9am-3pm

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- **Sports Hall** – Two additional coffee units will be available, and two TV screens will be installed with live stream of assembly.
- **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 at 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.

URC Contacts on site

- If you have any queries or concerns during your stay at assembly, please contact Samantha (Sam) Bircham or Mark Robinson at the registration desk.
- If you are feeling unwell for any reason or need to speak to someone, please contact a member of planning team (named above) or head to the registration desk and one of the volunteers will assist you. Physical first aiders are available onsite through the main reception.
- Any Safeguarding issues should be reported to Sharon Barr, the Safeguarding Lead or Adrian Bulley, DGS for Discipleship at General Assembly.
- Mental Health First Aiders will be available at assembly and can be contacted through the planning team or the registration desk.

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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.
- If you need a break during the proceedings, please head to the Sports Hall for some quiet time.
- Throughout assembly, please ensure you drink plenty of water especially if its warm weather.

Departure

Check-out is **Monday 15 July by 9:30am**. However, this year we are asking everyone to [vacate rooms by 9.00am](#) as listed on the agenda.

General Assembly finishes at **12.30pm on Monday 15 July**, and followed by lunch from 1.00 to 2.00pm. The venue has requested that everyone should be off-site by 2pm at the latest.

Expenses

For GA expense claims please complete an expense form at the venue and attach receipts, or alternatively send the form and receipts electronically to general.assembly@urc.org.uk