



Gradel Quad Accommodation for JPLC Delegates that have Pre-booked Only

Check-in

You can check-in at the Gradel Quad Porters' Lodge **from 2pm** on your day of arrival.

Check-out

Please check-out/return your key cards to the Gradel Quad Porters' Lodge by **10am** on your departure day. Please note that there is a £50 charge for lost cards.

Late check-in

If you're planning on arriving late please call us on +44 (0)1865 279500 so we know to expect you.

The Porters' Lodge/main entrance to Gradel Quad

Gradel Quad
Mansfield Road
Oxford
OX1 3TZ

The Porters' Lodge at Gradel Quad is staffed generally 8 am – 8 pm. If you arrive outside of these hours, please go to our lodge on the main site on Holywell Street for assistance or call 01865 279500.

Breakfast

For our residential guests, a full English and continental breakfast is served daily on the main college site (medieval hall) from 7.30 -9 am.

Emergency contacts

Main College Porters' Lodge:	+44 (0)1865 279500
Gradel Quad Porters' Lodge:	+44 (0)1865 289191

Bedroom facilities

All guests are provided with kettles/tea/coffee, towels, linen, welcome toiletries and a mini fridge. Hairdryers and international plug adaptors are not provided.

Laundry facilities

Laundry facilities (washing machines, tumble dryers, no irons) are available in the basement of main quad (main quad - MQ). The washers and dryers are pay as you go and require payment by credit or debit card.

Internet

Free wifi is available to all of our guests. Please refer to the separate IT sheet attached with this.

Email access

If you use an email client that uses an SMTP server, this will not work within the Oxford network. During your stay, you should change your SMTP server to 'smtp.ox.ac.uk', or make use of your organisation or hosting provider's web-based services.

Age Restrictions

Guests must be aged 18 or over to stay at New College.

Fire procedures

Please take the time to familiarise yourself with the fire procedures, a copy of which is printed on the back of all bedroom doors and in all seminar and meeting rooms.

In the event of fire, you will hear a continuous alarm, and should leave the building immediately.

Luggage storage

Secure luggage storage is available for delegates staying beyond their room check-out time. Please ask at the Porters' Lodge.

All items are left at your own risk, and it is advised that expensive or important items are kept with you throughout the day.

Safety around the College

Owing to the age of the grounds and buildings on the main site, many surfaces are uneven. Please take extra care when walking around the College. It is always worth wearing a sensible pair of shoes.

In particular, please take care and use the handrail when taking the staircase to the Hall, which can be particularly slippery when wet and somewhat uneven.

Smoking

Smoking is not permitted within the College's buildings or grounds. Delegates wishing to smoke are advised to make their way to Mansfield Road or Holywell Street or elsewhere outside of the College premises.

Newsagents and supermarkets

The nearest newsagent, "The Tuckshop" is located at the end of Holywell Street (two minutes' walk), and is open from 7am to 7pm Monday-Friday.

Sainsbury's Local and Tesco Express can also be found at the end of Broad Street (five minutes' walk), adjacent to Flying Tiger on Magdalen Street.

Tesco Express is open from 7.30 am-10 pm Monday-Saturday, and 11.30am-4pm on Sunday.

Sainsbury's Local is open from 7 am-10 pm 7 days a week.

Cash machines

The nearest cash machines (or ATMs) can be found on Magdalen Street outside Tesco Express and Sainsbury's Local (five minutes' walk). These machines accept all major cards and are not subject to any transaction fees.

Car parking

Sadly, parking within New College is not available. However, if you are a blue badge holder we will endeavour to find you an appropriate space within the main site.

If you are expecting to travel by car, it is advised to make use of the Park & Ride facilities. Oxford has 5 Park & Ride car parks located around Oxford's ring road, each with a bus service taking you straight to Oxford City Centre. The connecting journey takes around fifteen minutes, which includes a five-minute walk from the bus stop to the College. <https://parkandride.oxfordbus.co.uk/where-to-park/>

On-street parking is available close to the college on Mansfield Road and Longwall Street, but is limited.

Alternatively, we recommend Just Park: <https://www.justpark.com>

Taxis

Taxis within the City typically run on a metred service. Our recommended taxi firm is Royal Cars who can be contacted on: +44 (0)1865 777333.