



Christ Church



117 St Aldates Building



Liddell Building

## Guest Information

Thank you for choosing to stay with us. Whether you are visiting for business, study or pleasure, our professional and friendly team are dedicated to providing the highest standards of service.

We hope you will find this Guest Information booklet helpful.

Please let us know if there is anything we can do to make your stay more enjoyable:  
[conferenceoffice@chch.ox.ac.uk](mailto:conferenceoffice@chch.ox.ac.uk)

For the immediate rectification of room faults or for general information:

**Christ Church and 117 St Aldates residents:** 01865 276150 or [porters@chch.ox.ac.uk](mailto:porters@chch.ox.ac.uk)

**Liddell Building residents:** 01865 276999 or [liddell.lodge@chch.ox.ac.uk](mailto:liddell.lodge@chch.ox.ac.uk)

## Contents

### General Information

The Porters' Lodge (Reception)  
Access  
WiFi

1

### Meal Information

2

### Safety and Security Information

Fire Safety  
Medical Assistance

2

### Housekeeping Information

Your Room  
Bedroom Safes  
Laundry Facilities  
The Heating System

3

### Christ Church Cathedral

The Visitor Centre and Shop

Christ Church Picture Gallery

4

4

4

# General Information

Christ Church, established by Henry VIII in 1546, is a unique foundation of College and Cathedral. It is home to some 650 undergraduate and postgraduate students and over 100 academic staff. Christ Church occupies a 150-acre site in the heart of the city, including The Meadow, preserved for centuries and bounded by the Rivers Isis and Cherwell.

Christ Church also has two annexes, throughout this document please see the relevant additional sections for your chosen accommodation. **117 St Aldates** is located on what is probably the oldest street in Oxford. From the eighth century it would have carried traffic from the Midlands, across the river, towards the south. In the fourteenth century, shops stood on the site and later the Red Lion Inn occupied the plot until about 1740. Today's accommodation was built in 1938 as a rather glamorous Art Deco showroom, called Therm House, for the Oxford and District Gas Company. **The Liddell Building**, 58-60 Iffley Road, Oxford, OX4 1EQ, was designed as a single quad and opened in 1991. It is approximately one mile from Christ Church. The accommodation comprises three and four single bedroom flats with shared kitchen, dining area and bathroom facilities.

## The Porters' Lodge (Reception)

### Christ Church and 117 St Aldates residents:

The Porters' Lodge at Tom Gate is staffed 24-hours a day and is the main information point within Christ Church: 01865 276150.

### Liddell Building residents:

The 24-hours a day Porters' Lodge is situated at the main entrance: 01865 276999. If the reception is not staffed, please call the porters' mobile phone: 07548 235528.

Every effort will be made to locate and return lost property [postage costs may be charged]. Items are kept for 30 days before disposal or donation to charity. We accept no responsibility for left items.

## Access

**Please wear your lanyard / ID badge to demonstrate to staff that you are a residential guest.**

Your key fob will give you access to: the gates, the building, staircase, flat/ room and the laundry areas. For security purposes lost fobs must be reported to the Porters' Lodge immediately and there may be a charge for replacements. We cannot take any responsibility for items and belongings left in rooms once a fob has been lost.

### Christ Church gate information: [For Christ Church residents and visiting 117 St Aldates and Liddell residents]

The main gate, Tom Gate, located on St Aldates is usually open from 0700 – 1930 hrs. At all other times you will need to use your room key fob to open the small wicket gate within the main gate. If you forget your fob, please ring the bell on the wall on the left-hand side of Tom Gate for attention.

Meadow Gate is the tourism entrance and is usually open from 1000 [1400 hrs on Sunday] – 1615 hrs. The Meadow is a tranquil area of pasture and ideal for an early morning stroll or an energetic jog. If you are meeting friends in Oxford they are welcome to visit during opening hours, information about entry fees are listed on our website and are applicable to your guests.

### 117 St Aldates residents:

The key fob is also required to call the lift when on the ground floor level. To activate the electricity in your room, insert the fob into the box located on the wall. There is no access to the kitchens in the building.

### Liddell Building residents:

The key fob will also provide access over the Jubilee Bridge in Christ Church Meadow and the Handel Davies Common Room.

## WiFi

We offer complimentary WiFi. 1. Select 'The Cloud' from the network list 2. Open browser and follow the on-screen instructions to register. 3. Once registered you will seamlessly connect to The Cloud WiFi. Further details are provided in your bedroom or a leaflet may be collected from the Porters' Lodge.

# *Meal Information*

## **Christ Church, 117 St Aldates residents, Liddell B&B:**

Breakfast is provided between 0730 – 0900 hrs Monday – Saturday, 0800 – 0930 hrs on Sundays, in the unique setting of the Great Hall with its stunning hammer beam roof and wonderful paintings.

## **Liddell Building ROOM ONLY residents:**

The Liddell Building is a self-catering establishment and there is an equipped kitchen in each flat. Basic utensils, crockery, microwave and fridge as well as tea and coffee-making facilities are provided. Please note: tea and coffee is supplied as a welcome to new arrivals and is not replenished during your stay. Please leave the shared facilities clean and do not leave cooking unattended - see the separate instructions on the kitchen noticeboard. Please keep the fire doors closed at all times. Recycling bins are in the kitchen; the bin in your room is for general waste only. We will replace small items accidentally broken without charge unless there are many breakages. If after you leave we find numerous broken items, excessive mess or other damage you may be charged. In nice weather it is possible to have picnics on the grounds, please always respect the needs and privacy of other guests on-site and use the lawn between Staircase 6 and 7 and the first part of the main lawn up to the bird table. Please note: no ball games are to be played in the grounds.

# *Safety and Security Information*

Security is taken very seriously and to ensure your safety we have a Closed Circuit Television [CCTV] system that monitors the main gates and quads. Oxford City Centre also has an extensive CCTV system, which is operated by Oxford City Council and the Thames Valley Police. The Police Station is located on St Aldates. If you have something to report, visit during opening hours or call: 01865 841148. The Police non-emergency number is 101. For security reasons please do not hold open doors for other guests. Please remember that if you have any concerns at any time contact the Porters' Lodge and they will be more than happy to help you.

## **Fire Safety**

Instructions about what to do in the event of a fire are attached to the wall, just inside the door to your room. Please read these instructions carefully and familiarise yourself with the escape route and fire assembly point. The fire alarm system is monitored by the Porters' Lodge 24/7; if an alarm sounds in your staircase the Porters will immediately take action. It is important that you respond to all fire alarms; please do not stop to collect belongings but move quickly to the correct fire assembly point for your staircase. Please respond quickly to any instructions from the Porters as your safety and the safety of others is of paramount importance.

## **Liddell Building residents:**

Fire alarms are tested at approx. 1000 hrs every Wednesday.

## **Medical Assistance**

In an emergency call 999 or 112. Please then alert the Porters' Lodge stating the name of the patient and bedroom location, in order for them to make access arrangements. For all non-emergency cases please contact the Porters' Lodge who will be able to assist you in making arrangements.

## **Christ Church and 117 St Aldates residents:**

The closest Pharmacy is located within Boots, Cornmarket and is open from 0800 – 2000 hrs Monday to Saturday and 1100 – 1700 hrs on Sundays.

## **Liddell Building residents:**

The closest Pharmacy is located within Boots, 151A Cowley Road, and is open from 0900 – 1800 hrs Monday to Saturday and 1000 – 1600 hrs on Sundays.

# Housekeeping Information

## Your Room

We hope you have found your room to be pleasant and comfortable. If there are any problems or faults, please report these immediately to the Porters' Lodge. Christ Church is a no smoking/vaping institution. This applies to all buildings and outside areas. If you wish to smoke please go off-site. Your Housekeeper will make your bed daily [except Sundays], clean towels are provided for each guest on arrival, bedding and towels are changed twice weekly for long stay guests. A blanket and a hairdryer are available. If you do not wish to be disturbed, please hang your 'Do Not Disturb' notice on the outside door handle. If it is displayed, we will respect your privacy and your room will not be serviced. However, in the interests of guest wellbeing, rooms will be checked every 24-hour period by a member of the Housekeeping team and we ask guests to allow the housekeeper access to clean the room on a regular basis. Check-out is by 1000 hrs on the day of departure, please return the key fob to the Porters' Lodge.

### 117 St Aldates residents:

Check-out is by 1000 hrs on the day of departure, please leave the key in the drop box when vacating the building.

### Liddell Building residents:

Check-out is by 1000 hrs on the day of departure, please return the key fob to the Porters' Lodge.

## Bedroom Safes

A complimentary safe is provided in all of our bedrooms. Please follow the instructions for the two different types of safe:

1. *Fob access* – hold your room key fob over the black area at the top. Once the green light has stopped flashing, turn the handle left to lock, and right to unlock. 2. *Keypad* – input a four-digit code and then press # (lock). To unlock enter your code.

Please note Christ Church cannot be held responsible for any valuables left unattended or in the bedroom safes provided.

## Laundry Facilities

All facilities are self-service and chargeable and include an iron and ironing board. Instructions on how to operate the machines are displayed in each of the laundry rooms.

### Christ Church residents:

The four laundries are located in the basement of Peckwater Quad Staircase 8; the basement of Meadow Building Staircase 4; Blue Boar Quad in the tunnel under Blue Boar 1 and St Aldates Quad Staircase 5. Washing powder can be purchased from the Porters' Lodge.

### 117 St Aldates residents:

The laundry is located in the basement.

### Liddell Building residents:

The entrance to the laundry room is to the left and adjacent to the undercover entrance into The Handel Davies Common Room.

## The Heating System

The heating season generally runs from 1 October to 1 May subject to outside temperatures. Central heating systems are set to run from 0600 – 1200 hrs and 1400 – 2200 hrs each day. Outside of these hours turning the radiator valves on or off will have no effect. Do not dry clothes on the radiators, please make use of the laundry facilities provided.



# *Christ Church Cathedral*

The Cathedral at Christ Church, which dates from the twelfth century, serves the Anglican communities of Oxfordshire, Buckinghamshire and Berkshire and is one of the five smallest cathedrals in England. Services are held daily in the Cathedral and everyone is welcome to attend. <http://www.chch.ox.ac.uk/cathedral-services>

## *The Visitor Centre and Shop*

The Visitor Centre and Shop are located within the thatched barn in the Meadow. They offer a range of gifts.

## *Christ Church Picture Gallery*

Christ Church is unique among the Oxford and Cambridge colleges in possessing an important collection of Old Master paintings and drawings. The collection is strong in Italian art from the 14th to the 18th centuries, with paintings by Filippino Lippi, Tintoretto, Veronese, Annibale Carracci, Salvator Rosa and many more. There are also notable works by northern painters such as Sir Anthony van Dyck, Frans Hals and Hugo van der Goes. The Picture Gallery at Christ Church also boasts one of the most important private collections of Old Master drawings in the country. There is a small shop in the Picture Gallery which sells a selection of postcards, posters, greeting cards and publications. Entry is free to residential guests [please show your lanyard or ID badge]. <https://www.chch.ox.ac.uk/gallery>

