

## Devonshire Hall Essential Information

*Devonshire Hall  
Cumberland Road  
Leeds  
LS6 2EQ  
0044 (0)113 2752593  
0044 (0)7816 296828*

### **Walking**

Cumberland Road is situated off the A660 (Otley Road/ Headingley Lane) - look for City Church at the bottom of the road. You can also find directions from [walkit.com](http://walkit.com)

### **By Car**

Leeds is linked to the M1 and M62. From the city centre follow signs towards Headingley. Devonshire Hall is situated off the A660 (Otley Road/ Headingley Lane). Limited street parking is available outside the venue and is free of charge.

### **By Bus**

From the city centre, most buses towards Headingley will stop at Cumberland Road including the following: 1, 6, 28, 95 and 97.

Visit the *West Yorkshire Metro* website ([www.wymetro.com](http://www.wymetro.com)) and *First Leeds* ([www.firstgroup.com/ukbus/yorkhumber/leeds/home/](http://www.firstgroup.com/ukbus/yorkhumber/leeds/home/)) for timetables and general information.

### **By Taxi**

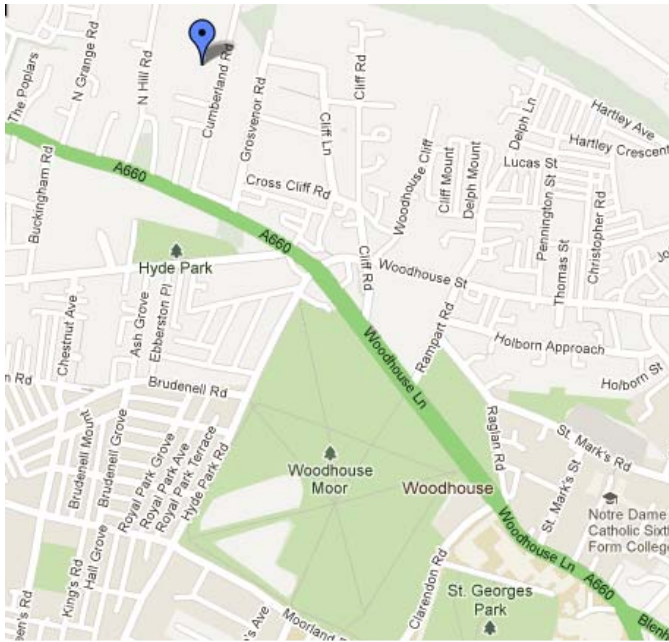
Amber Cars is the university's preferred taxi company and can be contacted on 0113 2311366.

### **By Train**

The closest station is Leeds. For train information and timetables visit the *National Rail Enquiries* website ([www.nationalrail.co.uk](http://www.nationalrail.co.uk)). There is a taxi rank outside the station.

### **By Air**

Leeds Bradford Airport is approximately 7 miles away. Arrow Taxis are available outside the terminal building, costing around £17 to Devonshire. *Arrow Private Hire: +44 (0) 113 258 5888*



## Check-In

Check in is from 2pm. To enable us to arrange staffing at the venue, a 2 hour check-in period must be pre-arranged with the Event Coordinator before your day of arrival.

On arrival, go through the main gates under the arch and cross the courtyard to the main foyer.

Here you can collect your room keys (during your agreed check-in period) and any other information.

## Late arrivals

If it is not possible to arrive during the allocated check in period, please advise the Event Coordinator of the delegate's name, approximate arrival time at the venue and any flight/ train details.

On arrival at the hall, please call the duty staff on 07816 296828. They will allocate your room key and any other important information.

## Check Out

Check Out is 10am on your day of departure. Luggage may be stored in a designated storage area for a limited period of time (*please note that items are left at owners' own risk*).

## Rooming List

You will be sent a rooming list to complete a month before the event; please return this as soon as possible. Alterations after the list is sent should be clearly marked and are subject to availability.

## **Venue Facilities**

Dining Room, Bar, Laundry, Common Room, Snooker/ Pool Room, Squash Court, Tennis Court, Fitness Suite *(age restrictions apply)*

## **Internet**

Wireless internet is available in all communal areas and a hardwired connection in all bedrooms. Please speak to the Event Coordinator prior to your event to arrange internet logins\*

## **Laundry**

Laundry cards and washing powder can be purchased at the hall.

## **Out of Hours Contact**

There will be 24-hour security on call via the University Security services on 0113 343 5494. If you wish to contact the night duty staff at Devonshire, the mobile number is 07816 296828.

## **Meal Arrangements**

All meal times must be pre-arranged with the Event Coordinator in advance.

Unless a buffet dinner has specifically been arranged, the evening meal is served to all guests at once. Therefore, we would kindly request that you arrive promptly at your specified dinner time.

Please notify the Event Coordinator of any dietary requirements prior to arrival, or as early as possible.

*\*A small charge is applicable for this service.*