

## **Individual / Small Group Accommodation - Additional information**

### **BOOKINGS**

All accommodation bookings should be made direct to conferencewithUS, contact details can be found below. A Credit / Debit card payment in full is required at the time of the booking and is non refundable.

conferencewithUS  
The Edge  
The Endcliffe Village  
34 Endcliffe Crescent  
Sheffield, S10 3ED

**Email:** [conferences@sheffield.ac.uk](mailto:conferences@sheffield.ac.uk)

**Tel:** 0114 222 8822

**Fax:** 0114 222 8919

### **RANMOOR VILLAGE SITE INFORMATION**

#### ***Address***

The Ranmoor Village  
Shore Lane  
Ranmoor  
Sheffield, S10 3AY

#### ***Bedrooms***

The bedrooms are newly built offering exceptional value and comfort. The rooms are built to a good specification and are clean and comfortable, with a single/double bed, desk and private toilet and shower.

Rooms include fresh towels, a hospitality tray and essential toiletries for your comfort. Please find a list of items below that you may wish to bring for your stay with us:

- Phone charger
- Laptop
- Alarm clock
- Hairdryer

Our bedrooms are single en-suite rooms for single occupancy unless otherwise agreed at the time of booking. Unauthorised dual occupancy violates our Health and Safety Regulations. Children under the age of 2 years old can be accommodated within a parent's room. This must be indicated at the time of booking and is subject to the parent providing their own travel cot and bedding. Recommended maximum measurements of the travel cot should not exceed 3 foot by 3 foot. Please note that we do not have any twin bedrooms, and if you have booked a double bedroom this would include one double bed only.

It is the Family's responsibility to ensure the safety of all guests under the age of 18. A designated adult must be nominated as the responsible person for each family and this must be clearly communicated to the University at time of the booking. The nominated adult will be responsible for supervising all under 18's at all times whilst on University premises. There must be at least one nominated adult per family to be responsible for all keys associated with children under the age of 14 years old within their care.

Please note that a telephone point is not provided in the bedrooms. Mobile calls are subject to provider coverage. Please also note that televisions are not provided within our accommodation.

### ***Check-In / Check-Out***

Check-in is available **from 2pm**. Rooms must be **vacated by 10.00am** on the date of departure. Check-in and check-out should be made at The Ridge, which is located on the Ranmoor Village and offers reception facilities for the site. The Ridge Reception is staffed 24hrs a day, 7 days a week to help with any queries you have during your stay. In case of emergency, our monitoring room can be contacted on telephone number 0114 2224075. Please quote the 5-digit reference number on your event specification on check-in.

### ***Bar facilities***

During student term time The Ridge bar is open 5pm-midnight and offers a selection of hot bar meals from 5pm-10pm. During student vacation periods the bar is open based on prior arrangements agreed with the booking organiser. Please check with your organiser or the Customer Service team for further details.

### ***Laundry***

Coin-operated washing and drying machines are available within The Ridge Laundry. An iron and ironing board are provided in the lounge area of each apartment.

### ***Internet***

Complimentary broadband is available in bedrooms and is intended for work related activities and limited personal use. In some cases your firewall may prevent access to our internet system in the bedrooms. Alternative internet provision is made via complimentary wireless internet access being available in the communal areas of The Ridge.

### ***Specific Requirements***

Please indicate at the point of booking if any of the guests have any specific requirements i.e. dietary, hearing or visual impairments, and car parking for wheelchair users.

### ***Smoking/Pets***

All of the buildings in the University are non-smoking, including bedrooms and bar areas. No animals are allowed on site other than assistance dogs. Please indicate on the booking reservation if required.

### ***Parking***

Limited free parking is available within the Ranmoor Village and is strictly subject to availability throughout the course of the event. A car parking permit must be displayed at all times and is available at The Ridge reception. Please refer to the attached location plan and additional car parking plan for travel and parking guidance.

### ***Café Facilities***

Please note that there are no café facilities on the Ranmoor Village and if you have booked a Room Only rate it is not possible to purchase breakfast on-site. However, our Endcliffe Village site is a short walk away (approx 5-10 minutes) and The Edge café which is located here offers an excellent range of freshly baked sandwiches and snacks. During student term time The Edge cafe is open 8am-10pm Monday to Friday and 10am – 2pm Saturday and Sunday. During student vacation periods The Edge cafe operates on reduced hours - please check with your organiser or the Customer Service team for further details.

Some of our bedrooms are grouped in self-contained apartments with lounge/kitchen areas. Please note that whilst guests are welcome to use this area, the kitchen is not offered on a self catered basis and we do not provide pots, pans, crockery or cutlery.

### ***Damage***

You are responsible for the rooms, furnishings and equipment in the bedrooms during your stay. Any damage caused by neglect or default of you or your guests may result in a charge to you of the cost of rectifying this damage.