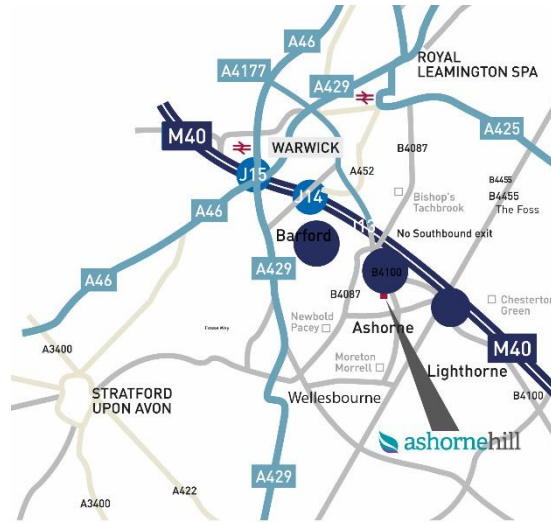


Pre-Arrival Information

We hope you will enjoy your visit to Ashorne Hill and we would ask that you just take a few moments to read this information guide to help you prepare for an enjoyable stay with us. If you need any further information please do not hesitate to contact our Conference Office on 01926 488008.

Monday – Thursday 08.30 – 17.00, Friday 8.30 – 16.00 outside of those hours please call 07764 338045.

Location:



Ashorne Hill Management College
Ashorne Hill
Leamington Spa
Warwickshire
CV33 9QW

Directions:

From M40

From M40 travelling southbound leave the motorway at junction 14 (please note there is no southbound exit from the M40 at junction 13).

Go straight over the mini roundabout. At the next roundabout take the third exit signposted for A452 Gaydon. After two miles turn right at the sign for Ashorne Hill Conference Centre. The entrance to the centre is 500 yards on the right.

From the M40 travelling northbound leave the motorway at junction 13 Turn left onto the B4100 towards Gaydon. After half a mile turn right at the sign for Ashorne Hill Conference Centre. The entrance to the Centre is 500 yards on the right.

From M1

From M1 southbound leave at Junction 21 signed M69 towards Coventry. Continue to end of M69 and follow signs A46 towards Coventry.

At Coventry Airport major roundabout follow signs for A46 Warwick and Stratford (also signed A45 Birmingham). Take slip road onto A46 Warwick/Stratford and continue on dual carriageway to junction with M40. Head southbound towards London. Follow the directions as for M40.

From M1 northbound leave at Junction 17, M45. M45 ends and becomes A45. Continue on the A45 towards Coventry.

At Coventry Airport major roundabout follow signs for A46 Warwick/Stratford (also signed A45 Birmingham). Take slip road onto A46 Warwick/Stratford and continue on dual carriageway to junction with M40. Head southbound towards London. Follow the directions as for M40.

From M6

Take M42 to junction 3a with the M40. Exit at junction 14 and follow directions from M40 Southbound.

From M5

Join M42 and exit at Junction 3A with the M40. Follow the directions as for M40.

Rail Travel Information

- Leamington Spa - 5 miles
- Warwick Parkway – 7 miles
- Coventry - 15 miles
- Birmingham International - 25 miles

Air Travel Information

- Birmingham International Airport - 25 miles

Parking:

There is plenty of parking (300 spaces) in secure flood lit car parks, free of charge. Please park in the Visitors Car Park signposted to your left as you approach Ashorne Hill Conference Centre. Parking for disabled persons is available at the front of the main house and in close proximity to the accommodation buildings. Please do not leave valuables in your car.

Ashorne Hill also have two charging points available for electric cars.

If you decide to ride your bicycle to Ashorne we also have a secure bike rack.

On arrival: Please check in at Reception where you will be directed to your meeting room/accommodation and given passes to access the buildings. If you are staying overnight please leave your luggage in your car until you have checked in. You can then move your car nearer to your accommodation block. Should Reception be unmanned please follow the instructions in the lobby area to contact them.

Customer Support: On arrival if your accommodation is not ready or if you have extra bags to store, Reception can store your luggage for you.

Dress code: The dress code at Ashorne Hill is smart casual, however if you are attending outdoor activities please bring appropriate clothing i.e. waterproofs and trainers. Shorts are not permitted in the dining room at dinner time and flip flops are not appropriate attire at any time.

Accommodation (Check in & out times): Ashorne Hill provides 110 en-suite bedrooms which are all equipped with WiFi and provide a telephone/data point, hairdryer, ironing facilities and hospitality tray. A Laundry service is available for an extra cost. Please use the order slip and bag provided in the wardrobe. Rooms are also equipped with flat screen TV's. Our accommodation blocks are separate from the main house and require a short walk outside under our covered walkway. You will be able to check into your room from 14.30 and the check-out time is 09.30.

Training and Meeting rooms: When arriving at Ashorne Hill, if you make your way to Reception they will give you directions to your meeting room and provide you with a card to access the building.

Training room provision includes as standard:-

- Data projector
- Wireless broadband internet connection
- Flipcharts
- Water and sweets
- Pads, pens and name plate cards

Support is available during your event by our dedicated Customer Support team, from the initial meet and greet through to providing all the personal support you need to ensure that the event goes without a hitch.

Dining times: Meal times in the restaurant are as follows unless other arrangements have been made in advance:
Monday to Friday - Breakfast 0700–0845, Lunch Early Session 1200–1230 Late Session 1300-1330, Dinner 1900–2100 Last orders 20.45pm (Dinner must be pre-booked).
A working lunch can be provided in eight of our meeting rooms, and this will be pre-arranged with your organiser. We can also provide a Brown Bagged Lunch which can be taken to any of the meeting rooms. Again this will be arranged through your organiser.

The Restaurant opens on Sunday evenings for pre-bookings subject to minimum numbers. If you are considering dining with us on a Sunday evening please call in advance to discuss arrangements.

Special diets: A vegetarian and healthy option is always available at Ashorne Hill but please let us know, directly or through your organiser, if you have specific dietary allergies such as **Peanuts, Tree nuts, Gluten, Sesame, Eggs, Milk, Mustard, Lupin seeds, Sulphites, Molluscs , Fish / fish sauce , Soya / soya beans, Celery / celeriac , Shellfish / crustaceans.**

Please also advise us of any medical conditions we should be aware of.

Bar times:

- 6.00pm – 11.00pm (Please ask to discuss extending these hours for an event.
- Bar snacks available from 19.00pm – 21.00pm Monday to Thursday and 10.00pm – 20.30pm on Sunday

Leisure facilities:

- Jogging trail- There are two different routes you can take, one with a distance of 2km and one of 3km. The trail takes you around the edge of Ashorne Hill's grounds.
- Tennis courts- Please contact Reception they will provide you with access to the courts and equipment on loan if needed.
- Sauna- Opening hours: 08.00-14.00, 16.30-22.00. To access the sauna you will need to contact Reception and they will provide you with a separate key card, and a gold token which will allow the sauna to heat up. Instructions are provided within the room.
- Football pitch/ Croquet lawn- Contact Reception and book a time slot in which you would like to use the facility. Footballs are available on loan.
- Fitness centre- The fitness centre is open all hours which can be accessed using your delegate card.
- Changing rooms- There are separate men's and woman's changing facility with showers. Disabled changing facilities are also available and include a wet room. Towels are provided, along with lockers to keep your valuables in, you will need a £1 coin for this. You will need a code to access the room, which can be obtained at Reception.
- Ashorne Hill takes no responsibility for injuries to people or their personal belongings whilst undertaking leisure time activities during their stay.

Smoking: Ashorne Hill operates a no smoking policy. However, there are dedicated covered shelters located by the Church Door Car park, back of the bar area and outside the Concourse. Please ask at Reception or the Bar for directions.

Messages: If someone needs to contact you urgently, they can call our main Reception number on 01926 488000 and a message will be displayed on one of the messaging screens unless alternative arrangements have been made with the organiser.

Security/ 24 hour reception:

- Please do not leave valuables in your meeting rooms or Vehicles. Any valuables you wish to store can be kept at Reception for safe keeping. The Centre accepts no liability for loss or damage to vehicles or valuables howsoever caused.
- The Reception is open 24 hours 7 days a week by pressing 0 or #300 from 20.00-07.00 on the phone provided in your room/ meeting room.

Fire procedures: When entering any area of the building please make yourself aware of the nearest fire exit. In case of an emergency please exit as quickly and safely as possible and assemble on the tennis courts which are located on the left-hand side as you enter Ashorne Hill.

Local amenities:

Shires Retail Park
Warwick, CV34 6RH
08715501010
Distance of 5 miles.

Warwick Castle- 31 Vine Lane
Warwick, CV34 5BE
08712652000
Distance of 5 miles.

Cinema- Vue cinema
Leamington Spa
08712206000
Distance of 6 miles.

Kenilworth Castle-
Kenilworth, CV8 1NE
01926852078
Distance of 11 miles.

Shopping Centre- Royal Priors
Leamington Spa, CV32 4XT
01926450150
Distance of 6 miles.

Royal Shakespeare Theatre-
Stratford-Upon-Avon, CV37
6BB
08448001110
Distance of 12 miles.

Warwick races- **Hampton
Street**
Warwick, CV34 6HN
01926491553
Distance of 4 miles.