

# Alumni using the Bedford Room

We warmly encourage alumni to use this London base of Royal Holloway and Bedford New College, whether as a place for a quiet hour with a book, or for meetings or reunions with fellow graduates. The Bedford Room, which was in part funded by generous donations from Bedford alumni, provides an ideal central London base.

On occasion the room may already have been booked for a meeting so it would be worthwhile to check if it is free before you come (0207 307 8600). If the room is in use there are other places in the building where you can sit. Please ask at reception.

## **Opening hours**

The room is open Monday to Friday (in term-time from 1pm-9pm, and outside of term-time, 1pm-7pm) and Saturday (in term-time 10am-6pm). It is not open on Sundays, Bank Holidays and Saturdays outside of term-time. Term dates are available on the College website.

## **Booking the Bedford Room for an event**

The Bedford Room holds 8-10 people seated in boardroom style and up to thirty people for a standing reception. To book the room phone 0207 307 8600.

The use of the Bedford Room for alumni related events is free, but if you wish to book this or any other room in the building for a meeting that is not alumni related, please contact the Premises Manager on 0207 307 8604, or [bedfordsquare@rhbnc.ac.uk](mailto:bedfordsquare@rhbnc.ac.uk) to find out about fees and to check availability.

## **Catering**

The building has two approved suppliers for catering: Waitrose Entertaining and Senate House. To order from Senate House, please call 020 7862 8127 or email [conference@london.ac.uk](mailto:conference@london.ac.uk).

## **Access**

There is wheelchair access to the ground floor of the building via a folding ramp and staff are on hand to assist. A disabled toilet is available on the ground floor.

## **Contact us**

If you have any questions please contact the Alumni Relations Team at [alumni@rhbnc.ac.uk](mailto:alumni@rhbnc.ac.uk). We very much hope that you will be able to make use of this special central London facility. Thank you.