



College Guest Room Booking Procedure and Pricing

Introduction

The College has one Guest Room (Besse 12) which is available for use by Fellows and their guests, by alumni, and by guests of current undergraduates and postgraduates. It can be used as a single, double or twin room. Bookings can only be accepted directly from current members of the College.

Procedure

Reservations are to be made through the Porters Lodge at guestroom@spc.ox.ac.uk

Fellows will take priority, but must give a minimum of two weeks' notice. Within two weeks of the booking the room can be booked on a first come, first served basis.

Once a booking has been confirmed, no other booking for that date(s) will be accepted.

Cancellations are to be notified to the Lodge immediately at guestroom@spc.ox.ac.uk

The Lodge will keep a record of those who were unsuccessful in booking if they wish to be notified of late cancellations, and suggest alternative accommodation if requested.

The maximum duration of a booking will normally be three nights.

The room is to be vacated by 10 am on the day of departure.

Parents / Carers of students, past and present, cannot book rooms directly in college.

A booking from an Alumni must be checked with the Development office.

Pricing

Room charges will be £75 inc VAT for single and £112.50 including VAT for double occupancy.

Fellows and their academic guests are charged rates of £65 and £90 including VAT.

VAT will be applied unless not applicable (requiring the presentation of an Exemption Certificate).

Breakfast or brunch, if available, will be £10 including VAT per person, and a token will be issued at the Lodge on arrival for presentation at the Hall counter. Please note that if the Dining Hall is not open, breakfast or brunch will not be included in the booking.

Late cancellation charges may apply.
