

# Hinxton Hall Conference Centre Venue Access Information

## Contents

Welcome .....	2
Campus Map.....	3
General Information .....	4
Parking.....	4
Venue Access .....	6
Conference Centre Meeting Rooms and Spaces .....	10
Hinxton Hall Meeting Rooms and Spaces .....	14
Other Conference Centre Meeting Rooms on Campus .....	22
Accommodation .....	26
INDEX.....	40



## Hinxton Hall Conference Centre Venue Access Information

### Welcome

Hinxton Hall Conference Centre boasts world-class event and meeting spaces designed for knowledge sharing in the scientific research community. It combines stunning contemporary architecture with the Grade II\* listed Hinxton Hall, offering flexible meeting rooms for up to 300 people, as well as accommodation and catering, all set in the tranquil grounds of the Wellcome Genome Campus. Hinxton Hall Conference Centre is part of Wellcome Connecting Science.

We are firmly committed to being an accessible venue and hold equality and diversity at the heart of our ethos.

In this document, you will find information regarding our venue and facilities that will be useful for visitors with specific access requirements. However, please do get in touch if you require further information, would like to arrange a pre-visit or advice on planning a visit by calling our events team on 01223 495123.

All visitors with access needs are required to complete a Personal Emergency Evacuation Plan (PEEP) in advance of their visit. This allows us to plan and accommodate any specific requirements our visitors may have to the best of our ability.

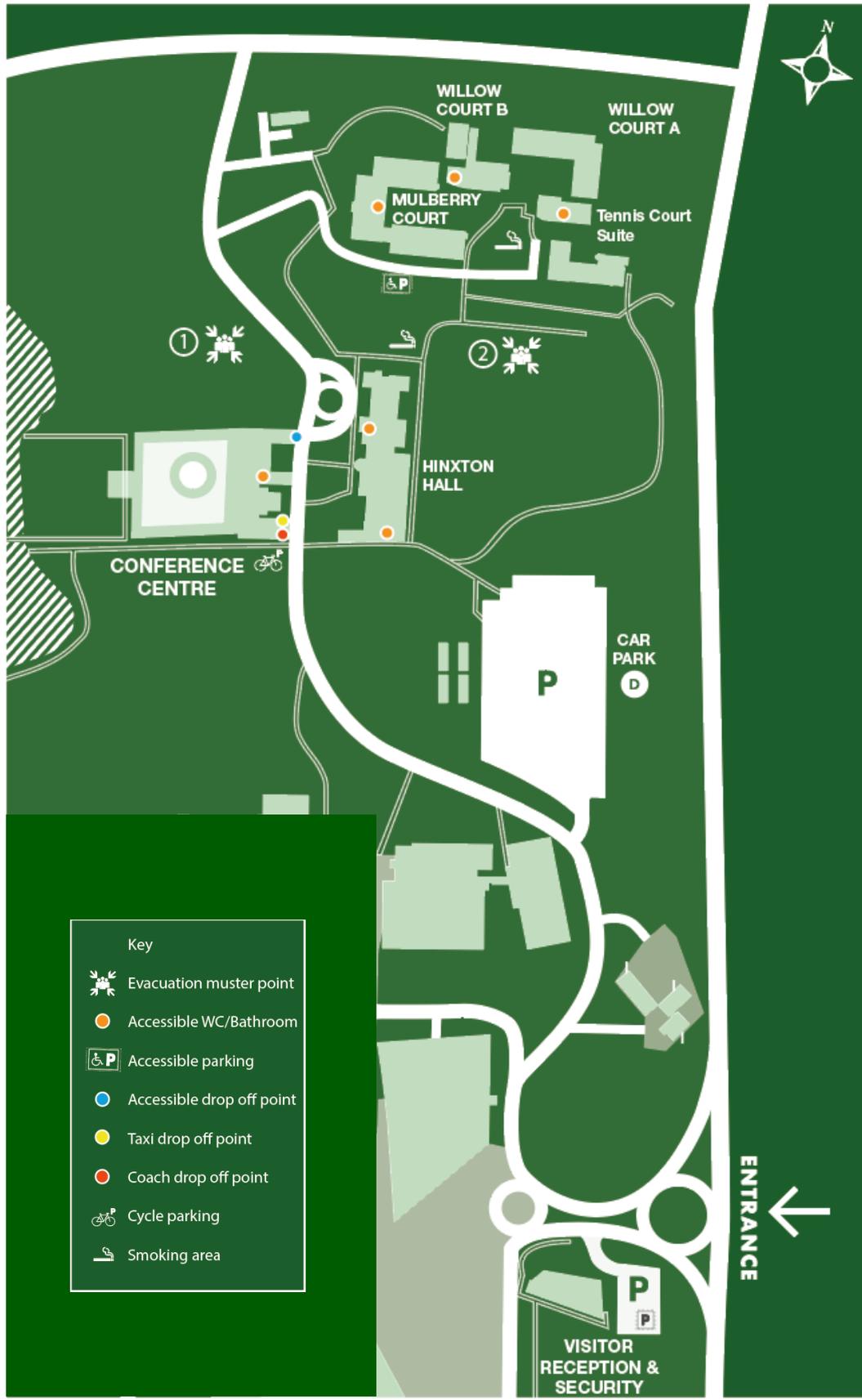
### Virtual tour

It may be useful to view our virtual tour by visiting [hinxtonhall.org](http://hinxtonhall.org). You will be able to move around our indoor and outdoor spaces, view access points, pathways, facilities, information points, room layouts and locations. There is even a measurement tool if you need to know any specifics.



# Hinxtion Hall Conference Centre Venue Access Information

## Campus Map



## Hinxton Hall Conference Centre Venue Access Information

### General

- We facilitate Personal Emergency Evacuation Procedures (PEEPs) for our guests with specific access requirements
- All staff have disability awareness training
- Hidden disability sunflower lanyards are available if required
- Assistance Dogs - Assistance/guide dogs are welcomed on our premises with prior notice. We provide water bowls and a toilet area for assistance/guide dogs. Please request a copy of our Assistance Dog Policy for further information.

## Outdoor Access, Facilities and Evacuation Information Parking

### Parking

**General parking** for all delegate and visitor vehicles is located in car park D.

- There are 150 spaces
- The car park is gravelled
- Distance from Car Park D to Conference Centre – 150 meters
- The pathways to the Conference Centre, Hinxton Hall and Mulberry and Willow Courts are tarmac and approx. 1.8m wide at their narrowest points
- There is low level lighting along the route
- There are drop curbs where appropriate

**Accessible parking** is located at Mulberry Court with a drop-off point outside the Conference Centre main entrance

- There are 7 disabled parking spaces allocated on a first come first served basis
- Parking spaces are gravelled with a paved pathway to one side
- The routes from the parking spaces to the Conference Centre and residential buildings are via level tarmac paths approx. 1.2m and have drop curbs where appropriate
- There is low level lighting along the route
- Distance from Mulberry Court to Conference Centre – 145 meters



### Pathways and Evacuation Routes

- Pathways surrounding the Hall, the front of the \*Conference Centre, Mulberry and Willow Court are level and made from either tarmac or large paving slabs. There are drop curbs with rumble strips where required, directional signage and low level lighting.

## Hinxton Hall Conference Centre Venue Access Information

- At the back of the hall is a ramp allowing mobility vehicle access to the raised terrace area of the Hall.

### Restrictions

- \*Rear and side exits from the Conference Centre are gravelled
- Pathways around Mulberry and willow court are even but gently sloping in areas



<p>Ramp dimensions: L-300cm x H-30cm x W-96cm</p>
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Evacuation muster points – see [Campus map](#) on page 4

- Conference Centre - Point 1
- Hinxton Hall - Point 1
- Residential courts - Point 2

### Hearing impairment aid information

- We have hearing neck loops available
- We have vibrating pillows available for use in our bedrooms
- Two toilets in the Conference Centre have flashing beacons in the event of a fire
- Quiet rooms can be requested across the venue subject to availability

### Visual impairment aid information

- Glass doors and full-height windows have contrast markings
- The walls and doors have high colour contrast throughout the buildings
- All telephones in meeting rooms and bedrooms have braille buttons
- We can provide information in large print
- Flooring throughout the venue consists of tiles, wooden floorboards and carpets
- There is adjustable lighting levels in the Conference Centre, however low level lighting in the Hinxton Hall rooms may not be suitable for guests with visual impairment
- Emergency exits are directional and illuminated

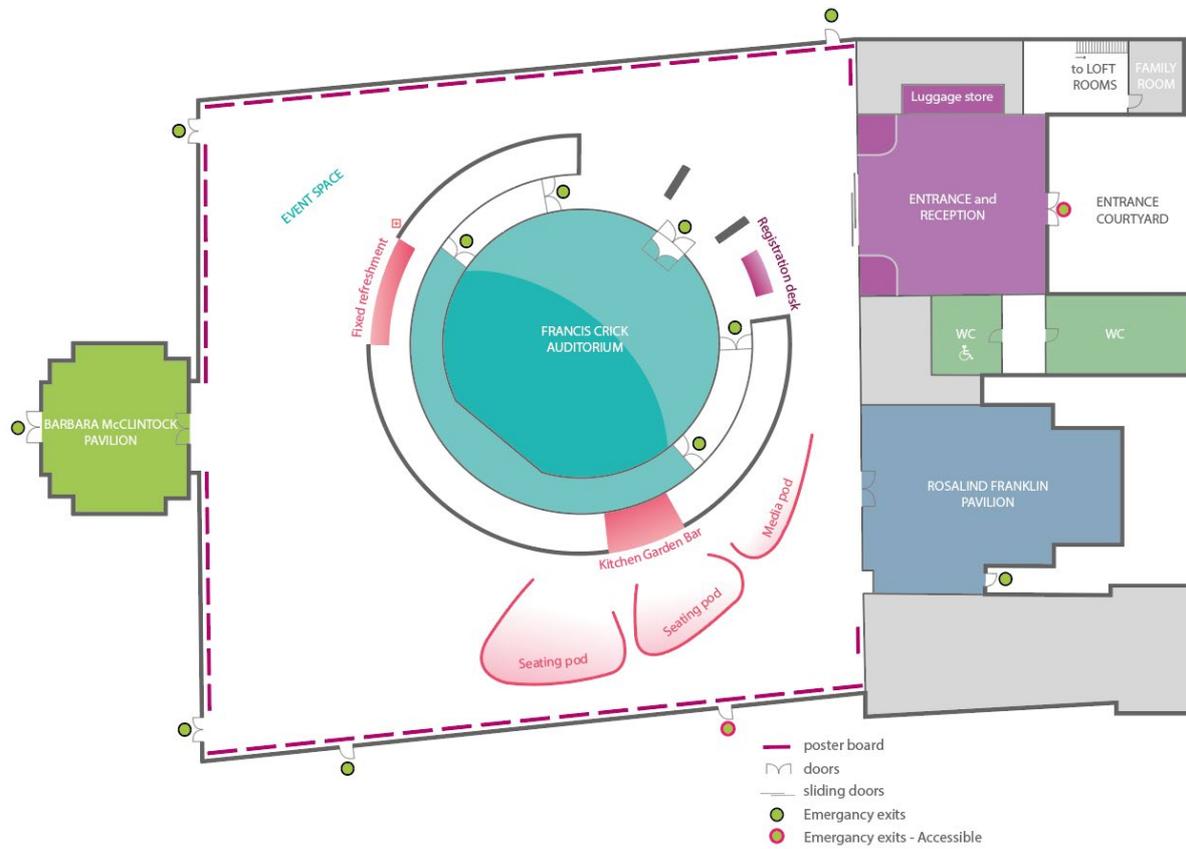
### Restrictions

- Some parts of the venue have low lighting
- Some parts of the venue have large area rugs over tiled or wooden flooring

# Hinxtion Hall Conference Centre Venue Access Information

## Venue Access

### Conference Centre Floorplan



### Evacuation information

Fire Exit Location:	Emergency Exit Doorway Width:	Level Access/Egress:	Leading out to:	Nearest muster point (see <a href="#">Campus map</a> above):
Reception	170cm (double doors)	Yes – automatic doors	Front courtyard	Point 1 - grassed area with no direct pathway
Event Space: To Sanger Lawn	100cm	No – small step down to outside	External side pathway (compressed fine gravel)	
Event Space: To BM Orchard:	1150cm	No – narrow double doors, step down outside	Gravelled Orchard	
Auditorium	North exit – 160cm Main exit – 160cm South exit – 160cm (double doors)	No – via stairs + wheelchair lift Yes No – stair access only	Event Space	
R. Franklin Pavilion	130cm (double doors)	No – leads to narrow and uneven cobbled pathway	Front courtyard	

## Hinxton Hall Conference Centre Venue Access Information

B. McClintock Pavilion	Orchard - 190cm (double doors) Main entrance – 185cm	No – small step down to gravelled area  Yes	Orchard  Event Space	Point 1 - grassed area with no direct pathway
Loft Room 1 and 2	87cm	No – these rooms are accessed via stairs only. Staircase – 90cm W. Step height – 19cm.	Reception	
Family Room	90cm	Yes	Reception	

### Conference Centre and Hall Muster Point



The muster point for the Conference Centre and Hinxton Hall is circled above. In the event of an emergency evacuation, visitors are asked to make their way along the quiet road and wait near the muster point for further instruction.

# Hinxton Hall Conference Centre Venue Access Information

## Images of the Conference Centre emergency exits

Reception exit to front courtyard	Reception to Event Space doors	Event Space exit to side lawn
		
Auditorium Main Entrance from Event Space	Auditorium side doors to Event Space	Rosalind Franklin Pavilion exit to front courtyard
		
Barbara McClintock exit to Orchard	Event Space to Orchard exit	Family Room doorway
		

## Hinxton Hall Conference Centre Venue Access Information

The main entrance doors are automatic and offer level access to:

### Reception area

- Soft seating is provided for guests
- There is a reception desk at a height of 60cm
- There are safety markings on large glass doors and windows
- Free Wi-Fi is available
- A portable hearing loop is available from the reception desk

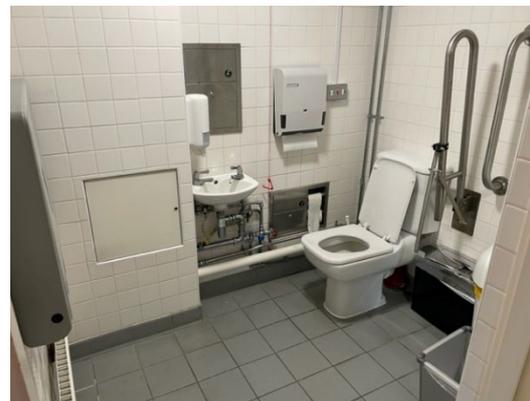
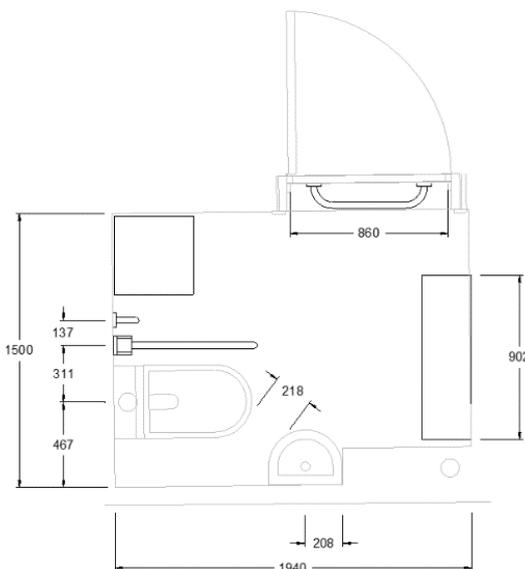
**Toilets** All conference centre toilets are located in the main entrance reception area.

### Accessible toilet

- Dimensions of the toilet cubicle floor space are 177cm by 135cm
- Toilet door clear width when fully open is 80cm
- Door is fitted with a grab rail
- Door is fitted with a lever-lock
- There are support handrails beside the toilet on one side
- Height of the toilet seat from the floor is 44cm
- Width of the floor space at the left side of the toilet is 70cm
- Width of the floor space at the right side of the toilet is 14cm
- Length of the floor space in front of the toilet is 56cm and 135cm
- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 66cm
- Toilet floor is tiled
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- There is not a back rest fitted to the toilet
- The toilet is fitted with a lid
- Changing facilities for babies are available

### Restrictions

- The toilet cubicle is small and may not suit all wheelchair users.



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## Hinxton Hall Conference Centre Venue Access Information

### Conference Centre Meeting Rooms and Spaces

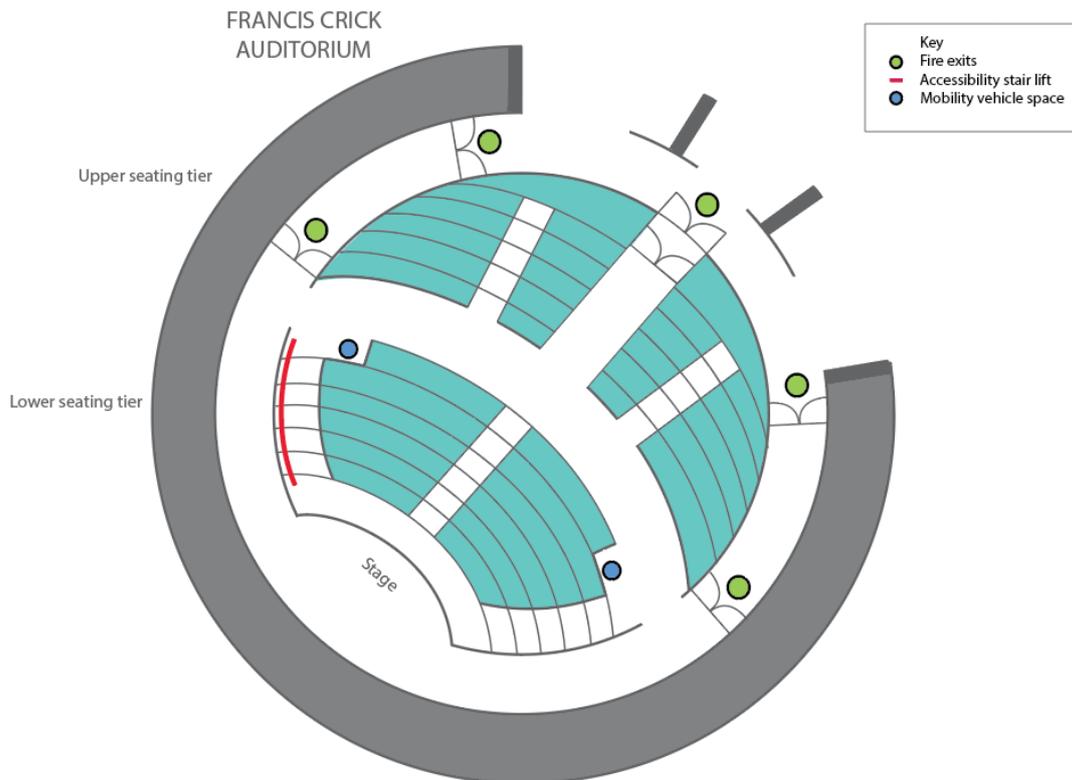
The main conference centre building houses the main reception desk, gift shop, toilets, The Auditorium, Rosalind Franklin Pavilion, Barbara McClintock Pavilion, Event Space, Kitchen Garden Bar, Loft Room 1 and 2, luggage store and Family Room.

More information about all our meeting rooms can be found on our website [here](#).

#### Access routes

- The corridors and access routes' minimum width is 170cm throughout the building
- The floors of the corridors and access routes are tiled

#### Francis Crick Auditorium



- Level access is via non-power assisted double doors

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## Hinxton Hall Conference Centre Venue Access Information

- The room is split over 3 levels
  - Lower level – stage and lower seating tiers accessed via stairs or a mobility platform stair lift
  - Central level – access to standard seating and space for up to 3 mobility vehicles – floor space = 120 x 110cm (see floorplan above)
  - Upper level – seating accessible by stairs only
- The door clear width when fully open is 160cm
- Each fixed chair has a built in fold-out table (height - 65cm) and electrical socket between each pair of seats
- Fixed chair dimensions - 95cm H x 60cm W x 52cm D. Seat height – 40cm
- The floor is carpeted

### Auditorium mobility vehicle lift information:

- Type of Lift: Stannah Stairiser inclined platform lift
- Lift platform folds neatly away when not in use
- Non-slip platform floor
- End access to the platform
- Extendable control with audio alarm button, enabling the user or attendant to operate the lift
- Fully automatic, with electrically controlled folding platform and barrier arms
- Barrier arms surround and protect the user, locking down before the platform moves
- Platform stops automatically when its sensitive surfaces detect obstructions – safety barrier arms and platform can be operated manually in an emergency
- Soft start and stop for maximum comfort
- Wireless radio controlled landing call stations
- Max. load = 250kg wheelchair and occupant
- Speed of travel = 0.1m/s
- Noise = < 60dB
- Platform dimensions = 85cm x 100cm x 125cm
- Rail length = 5m
- Platform inclination = 0-45 degrees
- Battery back-up for lowering and raising platform and to enable emergency lowering
- There are visual signals on platform



### Restrictions

- All doors are manual and heavy
- Access to the stage is via steps or mobility vehicle stair lift
- The lighting levels in this room may not be suitable for some people with vision impairment however, they are adjustable

## Hinxton Hall Conference Centre Venue Access Information

### Rosalind Franklin Pavilion

- There is level access to the room
- The door clear width when fully open is 130cm – single door width = 81cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W. Seat height – 45cm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- Fire exit info – see table on page 7

#### Restrictions

- The doors are manual and heavy
- Some chairs have armrests

### Barbara McClintock Pavilion

- There is level access to the room
- The doors are manual and heavy
- The door clear width when fully open is 185cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W. Seat height – 45cm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- Fire exit info – see table on page 7

#### Restrictions

- The doors are manual and heavy
- Some chairs have armrests

### Event Space

- There is level access to the room
- The main doorway clear width when fully open is 200cm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- Fire exit info – see table on page 7

### Loft Room 1 and 2

- Accessible via stairs only. The staircase is 90cm wide with a handrail on both sides
- Both loft rooms have low sloping ceilings and exposed beams which may be problematic for visitors with reduced mobility

#### Restrictions

- Loft rooms can only be accessed via stairs
- The emergency exit is downstairs and through reception
- The steps do not have contrasting colours to aid visual impairments

## Hinxton Hall Conference Centre Venue Access Information

### Kitchen Garden Bar (located in the Event Space)

- There is level access to the area
- There are carpeted areas in the Event Space however the majority of the flooring is tiled
- The height of the lowest section of the bar is 90cm
- There is seating and space for mobility vehicles in the vicinity
- Fire exit info – see [page 7](#)



### Family room

- Changing facilities for babies are available in the accessible toilet in the reception area
- There is a reclining chair, phone, microwave and fridge in the room
- There is level access to the room
- The door is opened manually
- The door clear width when fully open is 89cm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users

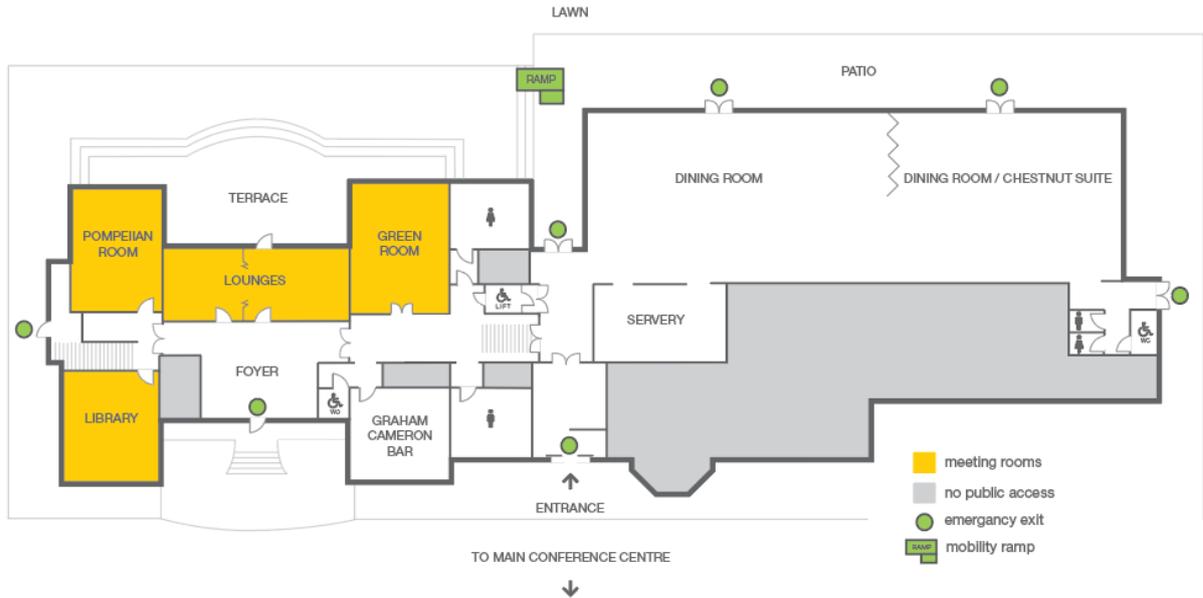


## Hinxtton Hall Conference Centre Venue Access Information

### Hinxtton Hall Meeting Rooms and Spaces

Hinxtton Hall is our Grade II\* listed Hall. The building is split over two levels – the upper and lower ground floor - separated by a flight of 6 steps and mobility vehicle lift. Housed within the building is the Pompeiian Room, Library and Green Room meeting rooms along with the Lounges, Graham Cameron Bar, Dining Room, Chestnut Suite and toilets.

#### Hinxtton Hall floorplan



#### Evacuation information:

Fire Exit Location:	Emergency Exit Doorway Dimensions:	Level Access/Egress:	Leading out to:	Nearest muster point (see <a href="#">Campus map on p.4</a> ):
Main Entrance	Doorway – 170cm (automatic doors)	Ramps provide mobility access but may not be suitable for all mobility vehicles (see images below)	Front of Hall	Point 1 - grassed area with no direct pathway
Hall Foyer	115cm	No – steps down to exit building	Front of Hall	
Left end of Hall	70cm	Steps down to door x 6 – exit to step down and gravel path	Side of Hall	
Rear central exit	160cm	Yes	Rear Hall	
Dining Room	200cm	Yes		
Chestnut Suite	185cm	Yes		
Right end of Hall	128cm	Yes	Side of Hall	

## Hinxtton Hall Conference Centre Venue Access Information

### Hinxtton Hall emergency exits:

Main entrance	Inner main entrance	Hall front door
		
<p>Ramp dimensions: H 13cm x W 38/105/38cm x L 90cm</p>	<p>Ramp dimensions: H 18cm x W 120/70cm x L 90cm</p>	<p>Original front entrance Flight dimensions: 70cm H x 180 W. 6x steps, 16cm H each. Left end exit - outside</p>
Hall Foyer – front door	Left end exit	Rear Ramp
		
Right end exit	Central rear exit	Rear Ramp
		
Dining Room	Chestnut Suite	Hall rear evacuation route
		

## Hinxton Hall Conference Centre Venue Access Information

The hall is set over two levels (upper and lower ground floor). The main entrance doors are automatic and offer a small ramp leading to level access to the Chestnut Suite, Dining Room, accessible toilet (Chestnut Suite) and mobility-vehicle-lift to the upper ground floor level.

### Corridors and access routes

- The corridors /access routes' minimum width is 110cm
- The floors of the corridors/access routes throughout the Hall are a combination of tiled, carpeted and wooden floorboards

### Restrictions

- There is a flight of steps from the ground level entrance up to the upper level meeting rooms and spaces (adjacent mobility lift available – [see info below](#))
- Many of the doorways have slightly raised strips into rooms – approx. 10mm high
- The flooring varies between tiled, carpeted, rugs and wooden floorboards throughout the building
- Meeting room doors are tall and heavy to open
- Low lighting levels in the Pompeiian room may prove uncomfortable for people with vision impairment
- The ramp at the main entrance may not be suitable for all mobility vehicles however the Chestnut Suite has its own level entrance as required

## Hinxton Hall Meeting Rooms and Spaces

### Lower Ground Floor level

#### Main Entrance

The lower ground floor houses the main entrance, accessible lift, steps to the upper ground floor, Dining Room, Chestnut Suite and accessible toilet.

- The main entrance ramp dimensions are H 18cm x W 120/70cm x L 90cm (see image below)
- The flooring varies between tiled, carpeted and wooden floorboards throughout the building
- There are 6 steps up to the upper level with handrails on either side. Each step is H 16cm x D 30cm

## Hinxton Hall Conference Centre Venue Access Information

Entrance Ramp	Steps to upper level
	
Ramp dimensions: H 18cm x W 120/70cm x L 90cm	Individual step height: 17cm
Accessible Lift	Accessible Lift controls
	

### Accessible platform lift

- The lift is 100cm wide x 140cm depth
- The lift door is 100cm wide
- Operated by push buttons - button needs to be held down whilst travelling between levels
- Single leaf door

### Dining Room

- There is level access to the room
- The doors are manual and heavy
- The door clear width when fully open is 130cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). All standard chairs have armrests but chairs without can be provided when needed
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- Catering servery area:
  - counter height – 88cm
  - doorway width – 108cm
  - floor type – level wooden floor
  - assistance provided if required

## Hinxton Hall Conference Centre Venue Access Information

### Restrictions

- There are a number of white pillars in the Dining Room that may be difficult for people with visual impairments to see – these can be taped temporarily in order to make them more visible as required

### Chestnut Suite

- There is level access to the room
- The doors are manual and heavy
- The door clear width when fully open is 140cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). All standard chairs have armrests but chairs without can be provided when needed
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- This room has its own external entrance if required

**Accessible toilet** – Located at the far end of the Chestnut Suite meeting room in Hinxton Hall (see [Hinxton Hall floorplan](#) on p.13):

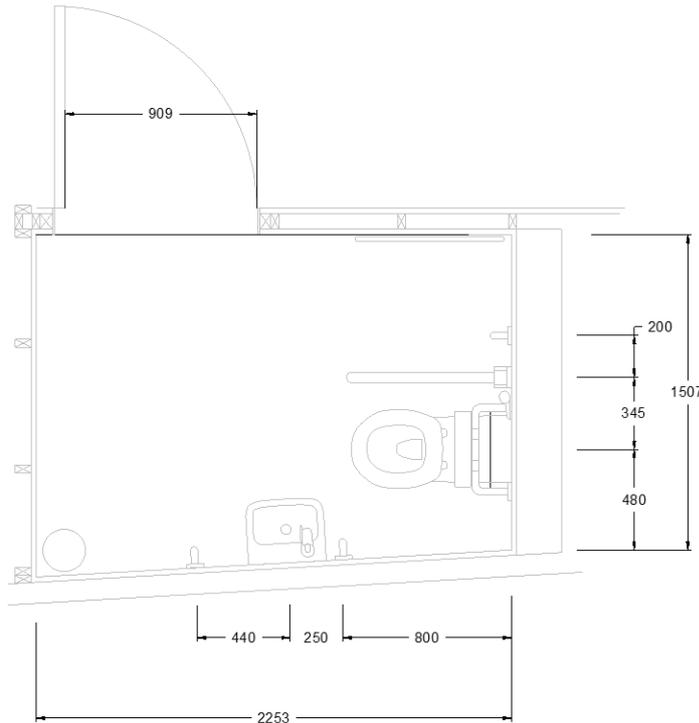
- Dimensions of the toilet cubicle floor space are 205cm by 144cm
- Toilet door clear width when fully open is 87cm
- Door is fitted with a grab rail
- Door is fitted with a lever-lock
- There are support handrails beside the toilet on one side
- Height of the toilet seat from the floor is 50cm
- Width of the floor space at the left side of the toilet is 27cm
- Width of the floor space at the right side of the toilet is 65cm
- Length of the floor space in front of the toilet is 130cm
- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 65cm.
- Toilet floor is vinyl
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- There is not a back rest fitted to the toilet
- The toilet is not fitted with a lid

### Restrictions:

- The size and layout of the toilet cubicle may not suit all wheelchair users

## Hinxton Hall Conference Centre Venue Access Information

### Accessible toilet layout (Chestnut Suite):



### Upper level

The upper ground floor of the Hall houses the majority of the Hall's meeting rooms along with the Graham Cameron Bar, Lounges, Hall Foyer and accessible toilet.

#### Fire Evacuation Refuge Point

- Located at the top of the steps near the lift
- Emergency evacuation chair located here

#### General toilets

- Located at the top of the stairs to the upper level of the Hall:
- Male toilets – 4 urinals, 2 cubicle toilets. Sink counter - 82cm H x 66 D, main door width 67cm
- Female toilets – 6x cubicles. Sink counter - 82cm H x 66 D, main door width 67cm
- The doors are manual and heavy

#### Accessible toilet

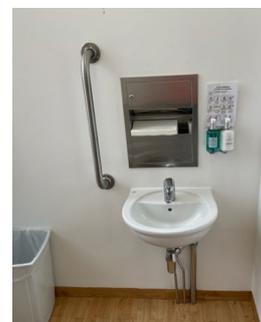
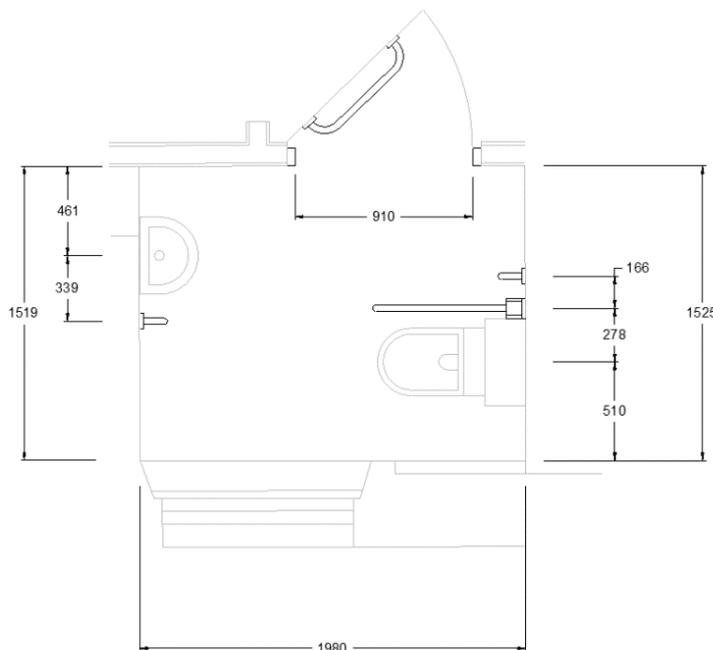
- Dimensions of the toilet cubicle floor space are 197cm by 162cm
- Toilet door clear width when fully open is 87cm
- Door is fitted with a grab rail
- Door is fitted with a lever-lock
- There are support handrails beside the toilet on one side
- Height of the toilet seat from the floor is 44cm
- Width of the floor space at the left side of the toilet is 32cm
- Width of the floor space at the right side of the toilet is 63cm
- Length of the floor space in front of the toilet is 128cm

## Hinxtton Hall Conference Centre Venue Access Information

- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 61cm
- Toilet floor is wooden
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- There is not a back rest fitted to the toilet
- The toilet is fitted with a lid
- To access this toilet you will need to climb a short flight of stairs or use the accessible lift provided

### Restrictions

- This accessible toilet is low
- This toilet may not suit all wheelchair users due to the angled route of the entranceway into the room. There is an alternative accessible toilet located in the Chestnut Suite at the lower end of the Hall if this is the case
- This toilet is located up a set of six steps, there is an accessible lift available



### The Green Room

- There is level access to the room
- The double doors are tall, manual and heavy
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). All standard chairs have armrests but chairs without can be provided when needed
- The door clear width when fully open is 118cm
- The seating area allows space for wheelchair users
- The lighting level is low in this room in the evening and may not be suitable for people with vision impairment
- The floor is wooden but with a large central carpeted floor mat

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## Hinxton Hall Conference Centre Venue Access Information

### Graham Cameron Bar

- There is level access to the room
- The doors are manual and heavy but can be propped open
- The door clear width when fully open is 88cm
- The height of the bar is 110cm
- Table service is available for people with accessibility requirements
- The seating area allows space for wheelchair users

### Lounges

- There is a low doorway floor strip into the lounges approx. 20mm in height
- The doors are manual and heavy but can be propped open
- The door's clear width when fully open is 80cm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- The floor is carpeted
- There is access onto the rear terrace from this room via a 15cm step down. The terrace itself has three 20cm steps down to the lawns and rear pathway

### Hall Foyer

- There is level access inside
- The front door is manual and heavy. It leads outside to a flight of 6 steps without handrails. Flight dimensions: 70cm H x 180 W. 6x steps, 16cm H each
- The door clear width when fully open is 1100cm
- The seating area allows space for wheelchair users
- The floor is wooden with carpet runners

### Pompeian Room

- There is level access to the room
- The door is manual and heavy but can be propped open
- The door clear width when fully open is 90cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). All standard chairs have armrests but chairs without can be provided when needed
- The seating area allows space for wheelchair users
- The floor is wooden with a large central carpet
- The lighting level is low in this room and may not be suitable for people with vision impairment

### The Library

- There is level access to the room
- The door is manual and heavy but can be propped open
- The door clear width when fully open is 90cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). Most standard chairs have armrests but chairs without can be provided when needed
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- The floor is carpeted

## Hinxton Hall Conference Centre Venue Access Information

### Other Conference Centre Meeting Rooms on Campus

The main entrance doors are manual and offer a small ramp with level access to the Tennis Court and Games Room.



#### Corridors and access routes:

- There is a gentle but level slope up to the main entrance
- The main entrance door is 90cm wide but can be opened up to 140cm using a half leaf door
- The corridors/access routes' minimum width is 145cm
- The floors of the corridors/access routes throughout the building are carpeted

#### Restrictions:

- Heavy, manual double doors to main entrance
- Main toilet cubicles are small with very narrow doors
- Low lighting levels might make this room uncomfortable for people with visual impairment

#### Tennis Court Suite

- There is level access to the room
- The double doors are manual and heavy
- The door clear width when fully open is 141mm
- There are safety markings on large glass doors and windows
- The seating area allows space for wheelchair users
- The lighting level is low in this room and may not be suitable for people with vision impairment
- Computer chair height 84cm H x 52cm W x 45cm (seat height). Computer chairs do not have armrests
- Table height is 71cm

#### The Games Room

- There is level access to the room
- The doors are manual and heavy

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## Hinxtton Hall Conference Centre Venue Access Information

- The door clear width when fully open is 131 cm
- Table height – 72cm
- Chair height – 84cm H x 52cm W x 45cm (seat height). All standard chairs have armrests but chairs without can be provided when needed
- There are safety markings on large glass doors and windows  
The seating area allows space for wheelchair users

### Building Toilet Facilities

#### General toilets

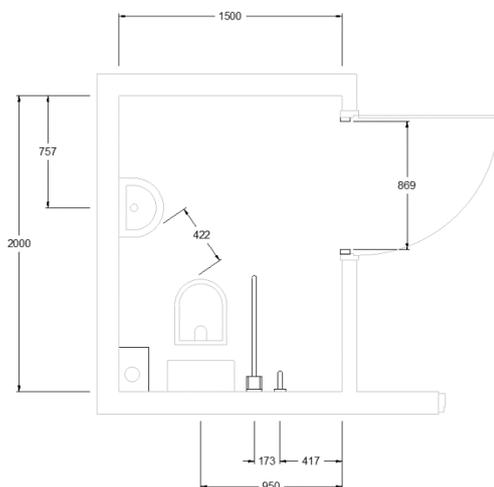
- There are two general toilets available both with a sink and hand towels installed
- The doors are manual and heavy
- The toilet cubicles and doors are narrow

#### Tennis Court Suite accessible toilet information:

- Dimensions of the toilet cubicle floor space are 195cm by 153cm
- Toilet door clear width when fully open is 87cm
- The toilet is fitted with a twist lock
- There is a support handrail beside the toilet
- Height of the toilet seat from the floor is 44cm
- Width of the floor space at the left side of the toilet is 35cm
- Width of the floor space at the right side of the toilet is 15/72cm
- Length of the floor space in front of the toilet is 120cm
- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 59cm
- Toilet floor is vinyl
- There is a grab rail fitted to the door
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- There is not a back rest fitted to the toilet
- The toilet is fitted with a lid

#### Restrictions:

- Main doors to the building are manual and heavy
- Size of the toilet cubicle may not suit all wheelchair users
- No back rest fitted to the toilet
- Door is not fitted with a lever-lock



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## Hinxtton Hall Conference Centre Venue Access Information

### Dining and Catering

- Self-service catering servery area:
  - counter height – 88cm
  - doorway width – 108cm
  - floor type – level wooden floor
  - assistance provided as required
- Our venue offers both table-service and self-service catering options depending on the chosen meal format of the event
- Breakfast and some lunch and dinner menus are self-service however, serving staff are on hand to assist and deliver to table if required
- There are contrast markings on large glass windows or doors
- Large print menus are available upon request
- Menus describe the ingredients of meals
- We are able to cater for special diets by prior arrangement

#### Allergy statement from our catering provider:

Putting our customers’ needs first is the key priority within our business. We recognise that there is an increase in the numbers of our customers who would like more information about our products, so they can make more informed choices when managing their dietary needs, in particular where they have a food allergy or intolerance.

Compass Group UK and Ireland provides allergen information for all food and beverages served in its restaurants, cafes and venues.

Allergen information for non-prepacked food and drink is compiled by registered nutritionists and is available in this folder.

The 14 major allergens covered by the Food Information Regulations are:

1. Celery	8. Molluscs
2. Cereals containing gluten namely wheat, rye, barley, oats	9. Mustard
3. Crustaceans	10. Nuts, namely almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and macadamia nut
4. Eggs	11. Peanuts
5. Fish	12. Sesame seeds
6. Lupin	13. Soybeans
7. Milk	14. Sulphur dioxide and sulphite

Allergen information will be presented to customers in the form of a table clearly stating which of the 14 major allergens are contained within a food or drink. This information is live and continually updated to reflect the current status of ingredients, recipes and cooking methods.

Allergen information is based on the information provided to Compass Group UK and Ireland from our approved suppliers. Suppliers might declare their products as ‘may contain’ the allergen and this would be stated as contains in our recipes. This will not be listed in our ingredient list but will show in the table as ‘contains’.

## Hinxton Hall Conference Centre Venue Access Information

Please note where customers have the opportunity to serve themselves, serving utensils may be transferred from one dish to another. It is also possible that food allergens e.g. nuts on deserts and sesame seeds on bread rolls may fall off and contaminate other foods.

As with every catering establishment, there is always a potential for cross-contamination to occur. While we endeavour to prevent this as far as possible, the nature of an allergen means we cannot fully guarantee that cross-contamination may not have occurred.

Our staff are trained to follow best practice procedures in our kitchens and take steps to minimise the risks of foods coming into contact with other food products. However, due to the presence of ingredients that contain allergens that are routinely used in our kitchens, and that normal operations may involve shared cooking and preparation areas, we can never guarantee that a dish is completely free from any allergens/specific ingredients. We are unable to control what foods are brought onto site by other delegates/customers and the risks of cross contamination occurring through this route. For these reasons, we are unable to guarantee a nut free environment. Allergen information will be provided for all catering and where possible team members will be on hand to answer any questions you may have. We take care in producing this allergen information and work closely with the suppliers of our products to ensure data is accurate.

- Please note, as with every catering establishment, there is always a potential for cross-contamination to occur. While we endeavour to prevent this as far as possible, the nature of an allergen means we cannot fully guarantee that cross-contamination may not have occurred.

We encourage our customers with food allergies and intolerances to let our staff know in advance so we can better cater for them. We are happy to provide further detail on ingredients and how they were handled to allow you make an informed decision as to whether or not the food is suitable for you.

# Hinxton Hall Conference Centre Venue Access Information

## Accommodation

### Mulberry Court

- **Access:** Located at the north end of Campus, Mulberry Court is accessed via smooth, wide pathways and is our most accessible accommodation building.

### Mulberry Court ground floor plan

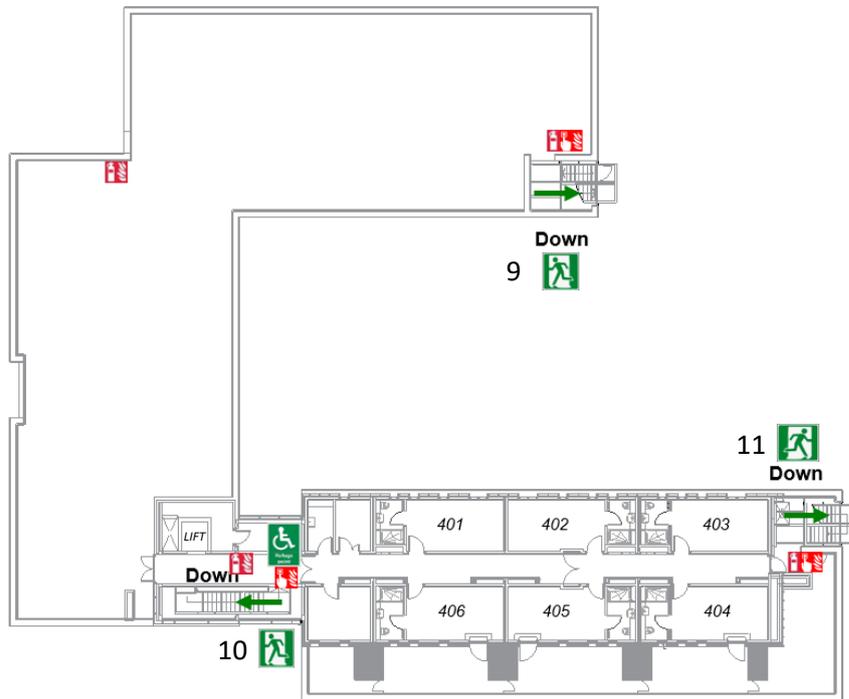


### Mulberry Court First floor



# Hinxton Hall Conference Centre Venue Access Information

## Mulberry Court Second floor



### Evacuation information:

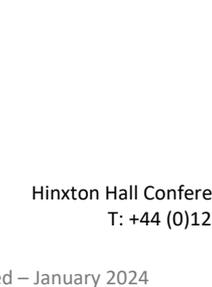
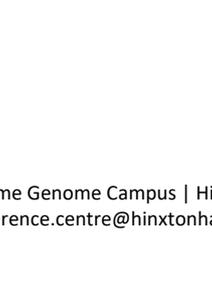
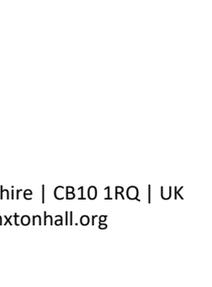
- In case of emergency evacuation all residents are directed to muster point 2 (see [Campus map](#) on p.4)
- An Evacuation chair is located in the central foyer or the first floor

Fire Exit Location:	Emergency Exit Doorway Dimensions:	Level Access/Egress:	Leading out to:	Nearest muster point (see Campus map on P.4):
No.1	Doorway – 100cm	Yes	Ground level	Point 2 - grassed area adjacent to pathway between accommodation buildings and Hinxton Hall
No.2	Doorway – 100cm	Yes	Ground level	
No.3	Doorway – 120cm	Yes	Ground level	
No.4	Main Entrance – 1200cm (automatic door)	Yes	Ground level	
No.5	Doorway – 100cm	Yes	Ground level	
No.6	Doorway – 100cm	No – this exit is via a staircase only	Staircase down to ground level	
No.7	Doorway – 100cm	This exit is via a staircase or lift. <b>Lift is unavailable in the event of a fire.</b> Evac chair, call point and muster point located in the foyer here	Staircase and lift down to ground level	

## Hinxton Hall Conference Centre Venue Access Information

No.8	Doorway – 100cm	No – this exit is via a staircase only Emergency call point located here	Staircase down to ground level	
No.9	Doorway – 100cm	No – this exit is via a staircase only	Staircase down to ground level	
No.10	Doorway – 100cm	This exit is via a staircase or lift. <b>Lift is unavailable in the event of a fire.</b> Evac chair, call point and muster point located in the foyer here	Staircase and lift down to ground level	
No.11	Doorway – 94cm	No – this exit is via a staircase only Emergency call point located here	Staircase down to ground level	

### Images of Mulberry Court emergency exits and entry/exit routes

		
Exit 1	Exit 2 / Exit 6	Exit 3
		
Main entrance / Exit 4 / Exit 7 / Exit 10	Exit 5 / Exit 8 / Exit 11	Exit 8 / Exit 9 / Exit 11
		
Exit 8 / Exit 9 / Exit 11 (top of stairs)	Lift	Lift control panel
		
Disabled call alarm 2 and 3	Evacuation Chair	Disabled call alarm 1

## Hinxton Hall Conference Centre Venue Access Information

		
Exterior Pathways	Exterior Pathways	Muster Point – pathway between rear of Hall and accommodation buildings
		

### Mulberry Court bedroom information

- Main entrance access to the building is via a gentle, level but sloping paved path. The entrance doors are 1200cm wide and automatic. Access is granted via a key card pressed to a card reader on the outer wall to open the doors
- Foyer – large level space with disabled call alarm and emergency exits located here
- Hallways width at narrowest point: 137cm
- Emergency exit doorways width: 106cm
- First and second floors are accessed via stairs or lift
- Lift info – door width: 80cm, lift floor size: 140cm x 108cm
- The lift is operated by push buttons
- There is a call alarm in lift
- The emergency muster point for Mulberry Court is on the lawn at the back of Hinxton Hall – see muster point 2 on the [Campus map](#) on p.4
- Fridges are available upon request subject to availability

### Mulberry Court Standard Bedrooms:

- The clear opening width of the door is 93cm
- The entrance door is manual and heavy
- All our rooms are non-smoking
- Room keys are electronic cards required to be pressed to a card reader located outside each bedroom in order to gain entry
- All our guest rooms have en-suite bathrooms
- We offer 4 guest rooms for guests with accessibility requirements that are situated on the ground floor and the first floor
- Upper floors are accessible via lift and stairs
- Meals can be pre-ordered and delivered to guest rooms upon request
- We use non-allergenic bedding

## Hinxton Hall Conference Centre Venue Access Information

- We provide a vibrating alarm for guests with hearing impairments – available in one standard and one accessible bedroom
- We have an emergency evacuation policy in place
- We offer 24-hour reception/security call service

### Mulberry Court accessible bedroom:

- The clear opening width of the door is 93cm
- There is a double bed
- The widest free floor space at the side of the bed is 120cm
- The height of the bed (measured from floor to top of mattress) is 560mm
- The emergency alarm is audible
- The emergency alarm has a visual indication (flashing light)
- The height of the electrical sockets are from 45cm (lowest) to 75cm. (highest) above the floor
- The height of the light switches are from 75cm (lowest) to 110cm (highest) above the floor
- The bedroom floor is carpeted
- Chairs can be removed if required



### Mulberry Court accessible bathroom

- Dimensions of the toilet cubicle floor space are 291cm by 150cm
- Toilet door clear width when fully open is 87cm
- Door is fitted with a grab rail
- Door is fitted with a lever-lock
- There are support handrails beside the toilet
- Height of the toilet seat from the floor is 49cm
- Width of the floor space at the left side of the toilet is 11cm
- Width of the floor space at the right side of the toilet is 15cm
- Length of the floor space in front of the toilet is 69cm
- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 65cm
- Toilet floor is tiled
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- There is not a back rest fitted to the toilet
- The toilet is fitted with a lid
- There is level/roll-in access to the bathroom

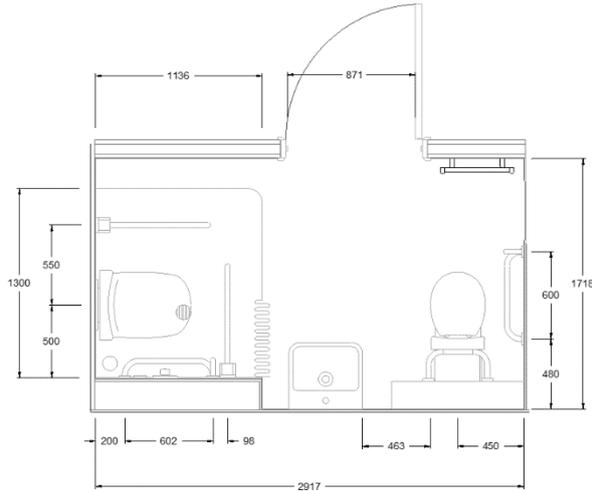
## Hinxton Hall Conference Centre Venue Access Information

- The shower has support handrails
- There is a fixed shower seat
- The height of the showerhead can be adjusted

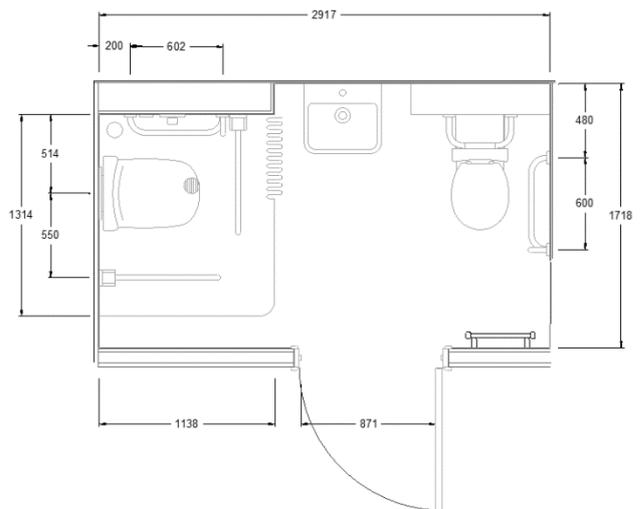
### Restrictions:

- Two of the four accessible bedrooms in Mulberry Court are located on the first floor and only accessible via lift
- There is no backrest fitted to the toilet

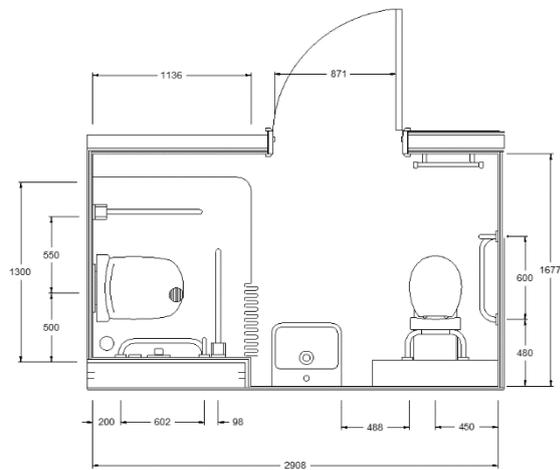
### Room 217



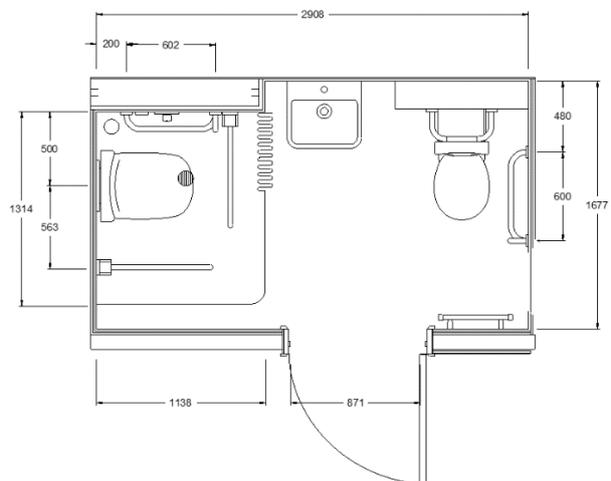
### Room 218



### Room 317



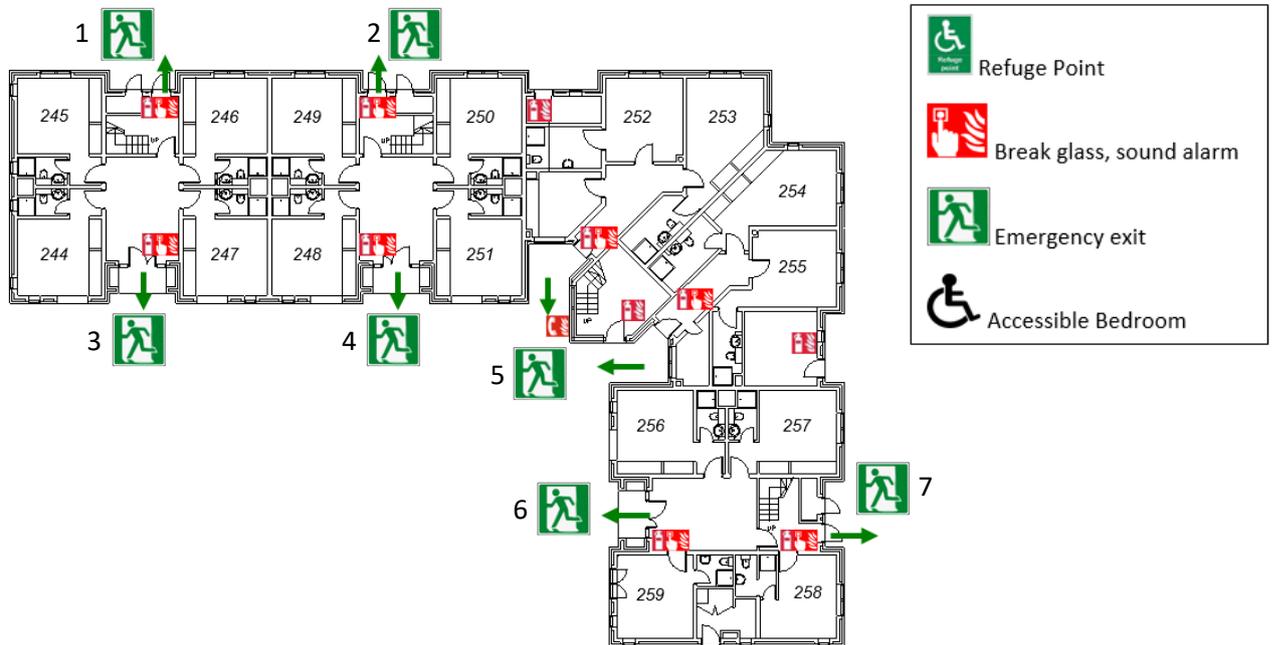
### Room 318



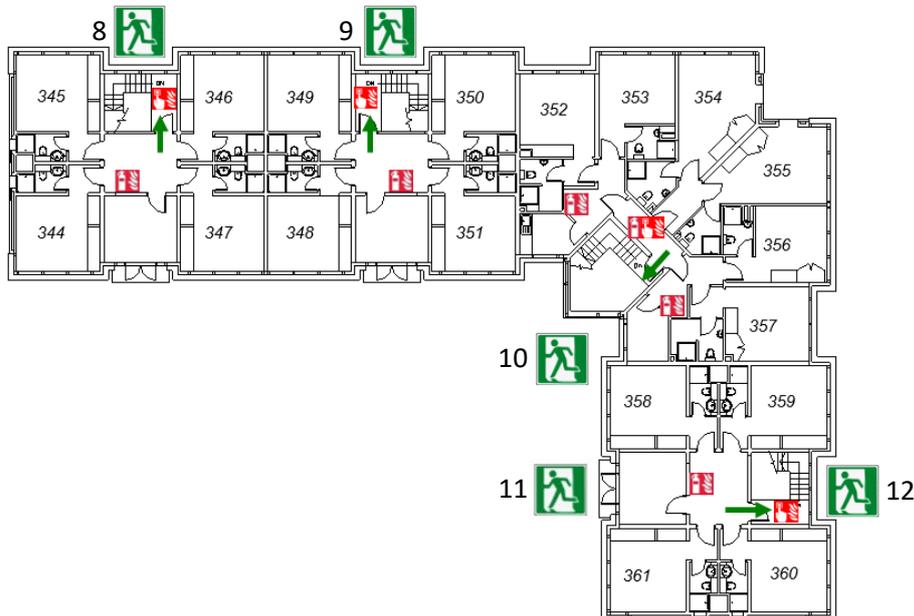
## Hinxton Hall Conference Centre Venue Access Information

### Willow Court Accommodation Information

#### Willow Court A – Ground Floor



#### Willow Court A – First Floor



#### Evacuation information:

- In case of emergency evacuation all residents are directed to muster point 2 (see [Campus map](#) on p.4)

## Hinxtion Hall Conference Centre Venue Access Information

### Willow Court A Access information

- Main entrances (see plan on previous page). Main entrance access to the buildings is via a gentle, level sloping paved path but all buildings have a 15cm step up to their entrances. All entrance doors are 80cm wide however;
  - No. 3 – entrance/exit has a 15cm step up into building. The door is manual and relatively heavy
  - No.4 - entrance/exit has a 15cm step up into building. The door is manual
  - No.5 - entrance/exit has a 15cm step up into building. The door is manual
  - No.6 - entrance/exit has a 15cm step up into building. The door is manual
- First floors are accessed via stairs only
- Corridor width at the narrowest point: 93cm
- Emergency exit doorways width 743mm wide
- The emergency muster point for Willow Court is on the lawn at the back of Hinxtion Hall (see muster point 2 on the [Campus map](#) on p.4)

#### Restrictions:

- First floor bedrooms are only accessible via stairs – there is no lift
- There are no accessible bedrooms in Willow Court A
- There are no emergency call points or evacuation chairs in this building
- All external doors have a step leading up to them with the exception of exit no.7 where there is a ramp
- The emergency exit route around the rear of the building (exit 8, 9 and 11 on the above plan) is via an uneven gravel pathway with a width of just 60cm at it narrowest point

Fire Exit Location:	Emergency Exit Doorway Dimensions:	Level Access/Egress:	Leading out to:	Nearest muster point (see <a href="#">Campus map</a> on P.4):
No.1	Doorway – 79cm	Stepped access – 1x step, height – 25cm	Narrow, uneven gravel pathway	Point 2 - grassed area adjacent to pathway between accommodation buildings and Hinxtion Hall
No.2	Doorway – 75cm	Stepped access – 1x step, height – 25cm	Narrow, uneven gravel pathway	
No.3	Doorway – 80cm	Stepped access – 1x step, height – 15cm	Front courtyard	
No.4	Doorway – 80cm	Stepped access – 1x step, height – 15cm	Front courtyard	
No.5	Doorway – 80cm	Stepped access – 1x step, height – 15cm	Front courtyard	
No.6	Doorway – 80cm	Stepped access – 1x step, height – 15cm	Front courtyard	
No.7	Doorway – 80cm	Stepped access – 1x step, height – 25cm	Narrow, uneven gravel pathway	
No.8	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 90cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 1	
No.9	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 90cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 2	

## Hinxtton Hall Conference Centre Venue Access Information

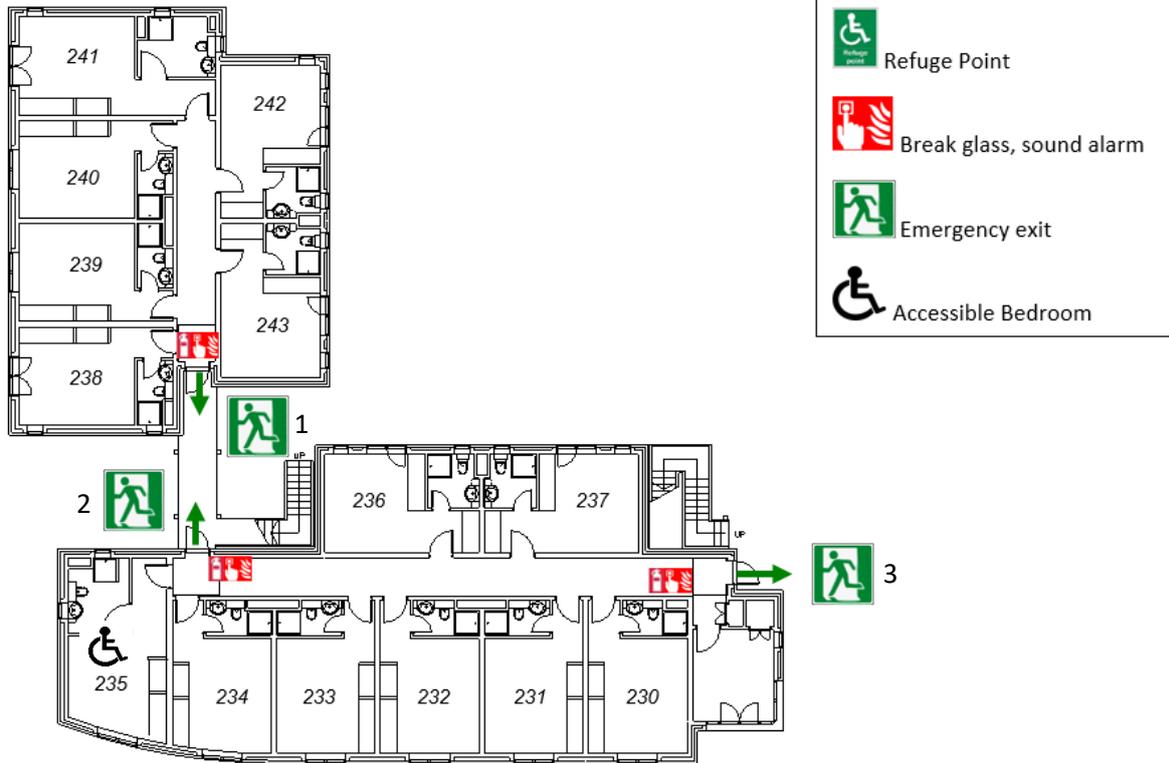
No.10	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 90cm W / steps: 18cm H / 1 x handrail.	Staircase and lift down to ground level and exit 5
No.11	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 90cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 6
No.12	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 90cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 7

### Images of Willow Court A emergency exits

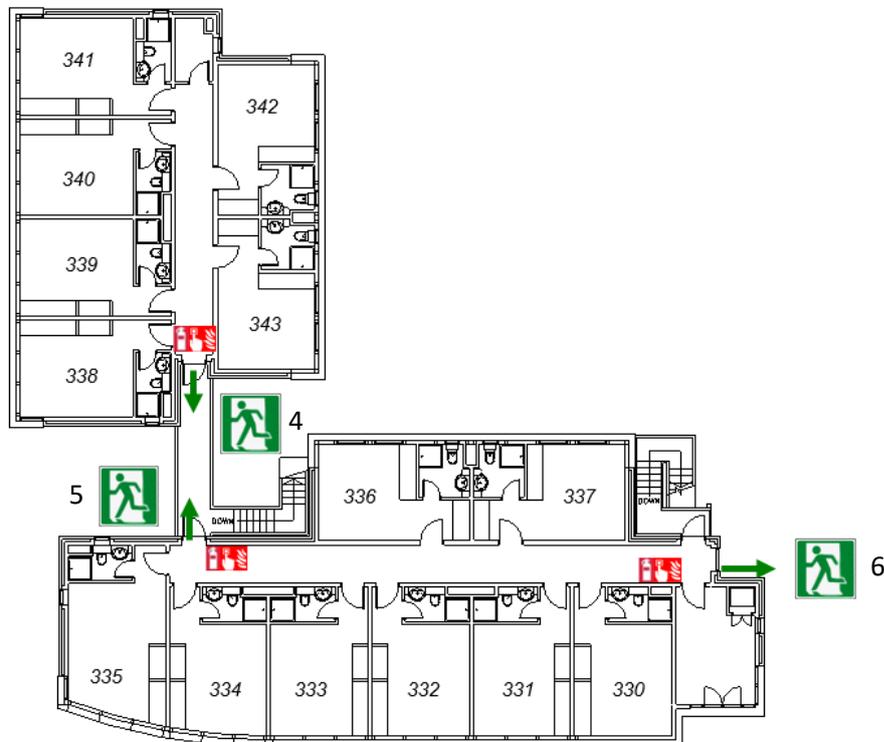
		
		
		

## Hinxton Hall Conference Centre Venue Access Information

### Willow Court B – Ground Floor



### Willow Court B – First Floor



## Hinxton Hall Conference Centre Venue Access Information

Evacuation information:

- In case of emergency evacuation all residents are directed to muster point 2 (see [Campus map](#) on p.4)

### Willow Court B Access information

- Main entrances (see plan on previous page) to the building is via a gentle, level sloping paved path
- All entrance doors are 80cm wide
- First floors are accessed via stairs only
- Hallways width at narrowest point: 100cm
- Emergency exit doorways width 743mm wide
- The emergency muster point for Willow Court is on the lawn at the back of Hinxton Hall – see muster point 2 on the [site map](#) on p.4

Restrictions:

- First floor bedrooms are only accessible via stairs – there is no lift.

Fire Exit Location:	Emergency Exit Doorway Dimensions:	Level Access/Egress:	Leading out to:	Nearest muster point (see <a href="#">Campus map</a> on P.4):
No.1	Doorway – 80cm	Yes	Front Courtyard	Point 2 - grassed area adjacent to pathway between accommodation buildings and Hinxton Hall
No.2	Doorway – 80cm	Yes	Rear pathway	
No.3	Doorway – 80cm	Yes	Front Courtyard	
No.4	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 88cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 1	
No.5	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 88cm W / steps: 18cm H / 1 x handrail.	Staircase down to ground level and exit 2	
No.6	Doorway – 80cm	<b>This exit is via staircase only.</b> Staircase: 88cm W / steps: 18cm H / 1 x handrail.	External staircase down to ground level and exit 3	

## Hinxtton Hall Conference Centre Venue Access Information

Images of Willow Court B emergency exits

Exit 1/2/4/5	Exit 2	Exit 3/6
		
Exit 5	External path 1 (exit 2/5)	External path2 (exit 2/5)
		
<p>Emergency exit staircases Staircase: 88cm W / steps: 18cm H / 1 x handrail.</p>	<p>Pathway between Mulberry Court and Willow B</p>	<p>Pathway from Willow B towards Willow A</p>

### Willow Court B Standard Bedrooms

- The external entrance doors are 743mm wide
- There is one accessible bedroom situated on the ground floor
- All our guest rooms have en-suite bathrooms
- We provide a vibrating alarm for guests with hearing impairments in two bedrooms
- We offer 24-hour reception call service
- Emergency evacuation policy in place
- Meals can be delivered to the guest room (these need to be pre-ordered).
- All our rooms are non-smoking
- Fridges are available upon request subject to availability

#### Restrictions

- Narrow doorway openings and the slight slope to the entrance may make it difficult for larger mobility vehicles to access this accommodation block.



## Hinxton Hall Conference Centre Venue Access Information

### Willow Court accessible bedroom

- The clear opening width of the door is 80cm
- There is a double bed
- The widest free floor space at the side of the bed is 110cm
- The height of the bed (measured from floor to top of mattress) is 57cm
- The emergency alarm is audible
- The emergency alarm has a visual indication (flashing light)
- The height of the electrical sockets are from 45cm (lowest) to 78cm. (highest) above the floor
- The height of the light switches are from 80cm (lowest) to 115cm. (highest) above the floor
- The bedroom floor is carpeted
- Chairs can be removed if required
- Fridges are available upon request subject to availability

#### Restrictions:

- The doorway may be too narrow to suit wider wheelchair users.
- The bathroom set-up may not suite all accessibility requirements.

### Accessible Bathroom

Dimensions of the toilet cubicle floor space are 262cm by 200cm

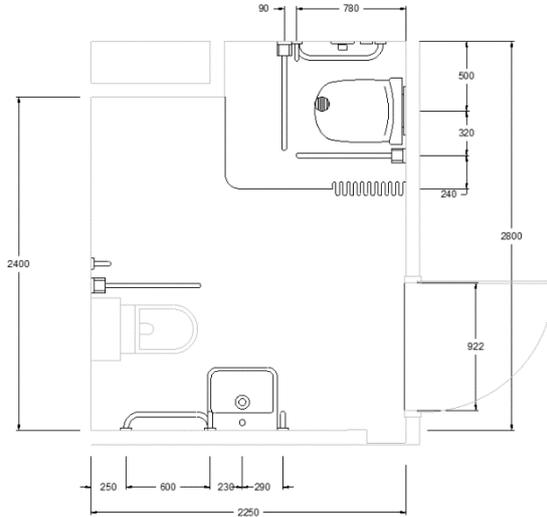
- Toilet door clear width when fully open is 88cm
- Door is fitted with a grab rail
- Door is fitted with a lever-lock
- There are support handrails beside the toilet
- Height of the toilet seat from the floor is 33cm
- Width of the floor space at the left side of the toilet is 15cm
- Width of the floor space at the right side of the toilet is 13cm
- Length of the floor space in front of the toilet is 154cm
- The doorway has level floor access to the room
- Height of the free space from the floor to the underside of the washbasin is 62cm
- Toilet floor is vinyl
- There is a safety alarm in the toilet
- There is a safety alarm reset in the toilet
- The toilet is not fitted with a lid
- There is level/roll-in access to the bathroom
- The shower has support handrails
- There is a fixed shower seat
- The height of the showerhead can be adjusted
- There are colour contrasting fittings in this bathroom

#### Restrictions:

- There is no back rest fitted to the toilet
- The bathroom is fitted with a peninsular toilet that may not suit all wheelchair users

## Hinxton Hall Conference Centre Venue Access Information

### Room 235



## Hinxton Hall Conference Centre Venue Access Information

### INDEX

Access routes.....	10, 16, 22	Hearing.....	5, 9, 29, 37
Accessible 2, 9, 11, 13, 20, 23, 29, 30, 31, 37, 38		Hinxton Hall.....	2, 4, 5, 7, 14, 15, 16, 18
Accommodation.....	26, 32	Ingredients.....	24
Alarm.....	9, 11, 18, 20, 23, 28, 29, 30, 37, 38	Intolerance.....	24
Allergen.....	24, 25	Kitchen Garden Bar.....	13
Allergy.....	24	Library.....	21
Auditorium.....	6, 8, 10	Lift.....	6, 11, 17, 19, 20, 29, 31
Baby changing facilities.....	9, 13	Lighting.....	4, 5, 11, 16, 20, 21, 22
Barbara McClintock Pavilion.....	8, 12	Loft Room.....	7, 12
Bathroom.....	30, 38	Lounges.....	21
Bed.....	30, 38	Main Entrance.....	16
Bedroom.....	29, 30, 37, 38	Meeting rooms.....	5, 10, 16, 22
Car Park.....	4	Mobility.....	4, 7, 11, 12, 14, 37
Catering.....	24	Mulberry Court.....	4, 26, 27, 28, 29, 30, 31
Chestnut Suite.....	14, 15, 18, 27, 33, 36	Muster points.....	5, 6, 7, 14, 27, 32, 33, 36
Conference Centre.....	4, 5, 6, 7, 8, 10, 22	Parking.....	4
Corridors.....	16, 22	Paths.....	4
Dietary.....	24	Pathways.....	4, 29, 34
Diets.....	24	Pompeiiian.....	16, 21
Dining.....	14, 15, 17, 24	Ramp.....	4, 16, 22
Dining Room.....	14, 15, 17, 27, 33, 36	Reception.....	6, 7, 8, 9
Doors.....	5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 37	Refuge Point.....	19
Emergency.....	7, 8, 15, 27, 28, 29, 30, 32, 34, 36, 37, 38	Restrictions.....	9, 11, 16, 18, 20, 22, 23, 31, 37, 38
Entrance.....	4, 7, 9, 15, 16, 22, 28, 29, 33, 34, 37	Rosalind Franklin Pavilion.....	12
<b>Evacuation</b> ...	2, 4, 5, 6, 7, 14, 15, 19, 27, 29, 32, 36, 37	Seating.....	11, 12, 13, 17, 18, 20, 21, 22, 23
Evacuation Chair.....	28	Shower.....	30, 31, 38
Event Space.....	6, 7, 12, 13	Staircase.....	12
Family room.....	13	Stairs.....	6, 7, 11, 12, 20, 29
Food.....	24, 25	Steps.....	11, 14, 16, 19, 20, 21, 25
Foyer.....	14, 15, 21, 27, 33, 36	Tennis Court.....	22, 23
Grab rail.....	9, 18, 19, 23, 30, 38	Toilet.....	4, 9, 13, 18, 19, 20, 23, 30, 31, 38
Graham Cameron Bar.....	21	Vehicles.....	4, 11, 37
Green Room.....	20	Vision impairment.....	11, 20, 21, 22
Handrail.....	12, 23	Visual.....	5, 22, 30, 38
		Wheelchair.....	6, 9, 12, 13, 17, 18, 20, 21, 22, 23, 38
		Willow Court.....	4, 32, 34, 35, 37, 38
		Windows.....	5, 9, 12, 13, 17, 18, 21, 22, 23, 24