

WELCOMING SERVING CARING ACTIVE

# WELCOME

## KING'S PARK

CENTRE INFORMATION  
FOR GUESTS AND EVENT ORGANISERS

# GET STARTED

## ARRIVAL TIME 4PM

Bedrooms and Meeting Rooms are ready for you.



## PARKING

Due to our limited parking facilities, we appreciate shared transport. Parking for disabled guests is available close to the main entrance.

# RECEPTION

## 8AM - 10.30PM

Our Duty Managers will assist you from 8am - 10.30pm. For emergencies only, a contact number will be given to your Event Organiser.

## CONTACT THE CENTRE

Our team is happy to forward any messages for guests by email or phone. Please find the contact details on page 5.

## SECURITY

Our front door is secured with a code and will be provided for out of hours access.

## GROUP ORGANISER INFO

### Standard Times

These are our standard times, unless you have made a different booking arrangement. You are welcome to check with us availability and costs if you need earlier access.

### Copies & Prints

Please arrange bulk print outs before your stay. Small favors can be done at a cost.

### Shop

If you would like to arrange your own book shop or good to sell, please do contact us.

# TIME FOR A TREAT

8.30AM  
Breakfast

1PM  
Lunch

6.30PM  
Dinner

Fridays  
at 7pm

## FRIDAY NIGHT BUFFET

To accommodate the different arrival times on Friday evening, the buffet will be available between 7pm and 8pm. We are very sorry, but no food is available after this time.



Due to Food Hygiene/ Allergies and as a fully catered venue we would ask you not to bring any food on site. Exceptions are baby food and if you have medical reasons. We would be grateful if you could give us a heads up. Crisps and sealed snacks (like chocolate bars) are also fine.

## REFRESH YOURSELF

Outside of the refreshments breaks we have provided tea and coffee making facilities in all our bedrooms (for safety reasons not for children and youth). We also have snacks and a selection of cold drinks in our shop.



### Special Diets

Nearer the time we are asking for your special diet requirements. Please ask your guests for the information in due course.



### Children

Please provide us with the age range of children and youth and our chef will have suitable food on the menu.

# SWEET DREAMS

## 4PM

Bedrooms available for you at 4pm on arrival.

## 10AM

Please vacate your bedroom at 10am on the day of departure.



### TEA AND COFFEE PROVIDED

except for children and youth



### EN-SUITE BATHROOM

Bedroom Linen, Towels & Soap provided



### SINGLE ROOM?

Enjoy a single room for just 20% additional charge during weekends.



### SOMETHING NEEDS IRONING?

Two Irons and Ironing boards are available for our guests.

*Subject to availability*



## GROUP ORGANISER INFO

### Bedrooms

105 bedrooms are twin bedded and have an en-suite bathroom  
Lift access to bedrooms 201-316.

### Accessible

We have 5 specially adapted bathrooms for wheelchair users or others with special mobility needs.

- 3 are on the ground floor
- 2 are on the 1st and 2nd floor (lift access)



### Families

We have 2 family rooms with 1 bunk bed and three single beds

Folding Beds: We have a limited number for children available.

Please ask families with babies to bring their own travel cot.

# WHILST YOU ARE HERE

## PLEASE BEAR IN MIND



If you have any questions we will be glad to assist you.  
Please contact our team.

## OUR CONTACT DETAILS

 King's Park  
Kings Park Road  
Northampton  
NN3 6LL

 01604 493111

 DutyManager@kingspark.org.uk  
www.conference.naycacuk.co.uk

**FIND OUR  
SITE RULES ON  
PAGE 8**



## KING'S PARK SHOP

We love our small gift shop – our King's Park Treasure Box. We try to support independent small suppliers as well as having some essentials. Go for a hunt, you will find a good selection of

- Christian Books
- Gifts
- Cards & Stationery
- Basic toiletry items
- Sweets
- Crisps & Snacks
- Soft-Drinks



# KING'S PARK SPORTS

We have fantastic indoor sports facilities.  
Our tip: BOOK IN ADVANCE



**Roller Skating**



**Badminton**



**5-a-side Football**



**Tennis**



**Archery**

and more... our sports team will be happy to assist.



01604 493111



benham@acuk.net /  
tennisoffice@acuk.net

**20%**  
**ON SELECTED**  
**SPORTS**





Our aim is to provide appropriate facilities that will enable groups to run events that are both successful and enjoyable. To make this possible requires that all guests follow certain rules and guidelines that protect themselves and other users of the centre. Group leaders are responsible for making sure these are communicated to all the members of their group and suitably enforced.

1. ID Badges must be worn by visiting group leaders at all times.
2. Visitors who are not staying residentially must be signed in at reception and sign out on departure.
3. Alcohol and illegal drugs are prohibited on site. Persons found with these items in their possession will be asked to leave immediately.
4. No smoking anywhere on site, except in the designated smoking area. Please dispose of smoking waste in the ash bin provided.
5. No pets, except guide dogs, are permitted on site
6. Parking must be in designated areas only to ensure driveways are kept clear for emergency vehicle access. Please observe the site speed limit.
7. Access to residential lodges and rooms other than your own booked accommodation is not permitted.
8. Tampering with fire detection equipment and alarms is a criminal offence and the setting off of alarms for nonemergency reasons will result in a £50 charge per incident.
9. Most internal doors are "fire doors", specifically installed for safety, and should not be propped open unless equipped with an automatic closing device linked to the alarm system.
10. Emergency Exits must not be used for general access unless permission is obtained from the centre management.
11. Strictly no access to activity areas and equipment unless accompanied by a qualified member of staff.
12. Quiet hours are between 11pm and 7:30am. For the comfort of other guests, our residential staff and our neighbours please keep your noise to a minimum after hours. Meetings and concerts etc must end by 11pm.
13. Switch off lights in meeting rooms and communal areas before going to bed.
14. Furniture and other items of centre property must not be moved between rooms without permission from the management.
15. Lost or unreturned keys will incur a £20 replacement charge each.
16. Notices, posters, banners etc must not be stuck to painted walls.
17. Craft activities involving paint or glue are not permitted in carpeted areas without suitable floor protection being provided and put in place by the group. Groups will be charged for the cleaning or replacement of all damaged carpets, floorcoverings and furnishings.
18. Groups wishing to arrange their own outside activities involving water, water bombs etc must obtain the agreement of the centre management and keep to the conditions that will be specified.
19. No Litter to be dropped anywhere within the buildings or grounds. Group leaders are responsible for making sure that their accommodation and venues are clear of litter before departure. An additional charge will be made if centre staff have to pick up litter after a group leaves.
20. Guests are not permitted to heat or re-heat food (except baby food for infants).
21. Guests are generally not permitted to bring electrical appliances into the centre.
  - Exceptions are made for phone chargers, laptop power packs and similar small items and the owner is responsible for ensuring they are in good order.
  - Hairdryers, hair straighteners and similar small appliances are permitted but the owners must ensure they are also in good order and are unplugged whenever not in use.
  - Larger appliances such as irons, heaters, toasters, microwaves etc are not permitted and their use is prohibited.
  - The management reserves the right to prohibit the use of any appliance deemed to be a risk to safety.