



WELCOME TO NUTFORD HOUSE

bed and breakfast accommodation for visitors



www.staycentral.london.ac.uk



ABOUT US

The University of London is a federal university consisting of a number of self-governing colleges and other smaller research institutes of outstanding reputation. It is one of the oldest, largest and most diverse universities in the UK. It was established by Royal Charter in 1836 and is recognised globally as a world leader in higher education.

Stay Central offers a great range of accommodation options, from single and double rooms with breakfast to 3 bedroom self-catered apartments, in superb central London locations just a few minutes walk from London's most iconic attractions. All rooms are located in the University of London's Halls of Residence, whilst our apartments are situated in self-contained residential buildings in the historic Bloomsbury area. Whether you are here for business or leisure, we have a place to suit your needs.

Nutford House was built in 1916 and was acquired by the University of London in 1949, after which it was expanded to take in five terraced houses in Brown Street, know as the Annex and one house in Seymour Place. Nutford House has a total of 185 single rooms, and 21 shared rooms across the main hall, Annex and Seymour Place.

The Hall is centrally located with major attractions, such as Hyde Park and Oxford Street, within walking distance or a short bus or tube ride away. For your convenience, we have included some useful advice about getting around the city.

USEFUL CONTACTS

NUTFORD HOUSE

info.lph@london.ac.uk

+44 (0) 207 569 0110

Brown Street
London
W1H 5UL

Reception open 24/7

BOOKINGS

staycentral@london.ac.uk

+44 (0) 207 862 8881

Stay Central
UoL Housing Services, Student Central
Malet Street
London
WC1E 7HY

Open Monday to Friday 10 a.m. – 5 p.m.
Tuesday 11 a.m. – 5 p.m.

PAYMENTS

uolacc.finance@london.ac.uk

+44 (0) 207 862 5772

Residential Finance, Senate House
Malet Street
London
WC1E 7HU

Open Monday to Friday 10 a.m. – 5 p.m.

BREAKFAST

Breakfast includes English breakfast options, cereals, pastries, fruit and hot and cold drinks. Vegetarian options are available, however, we cannot cater to any special dietary requirements.

Times*

September – June

Breakfast – Monday to Friday:
8 a.m. – 9:30 a.m.

[†]Brunch – Saturday to Sunday:
11 a.m. – 12:30 p.m.

June – September

Breakfast – Monday to Sunday:
8 a.m. – 9:30 a.m.

[†]On weekends, we can provide a packed breakfast (carton of juice, two pieces of fruit, yoghurt, either a croissant or a pain au chocolat, a disposable spoon and a napkin) for our guests instead of brunch, which you can book up to 5 p.m. the day before, and collect from reception the next morning.

**Please note meal times are subject to change without notice. Meals may be served in an alternative location depending on uptake. Please contact reception for current meal times if you are unsure.*

DURING YOUR STAY

Reception

Reception is on the ground floor and is open 24 hours a day, 7 days a week. The building is accessible for residents 24 hours a day.

For assistance please visit reception.

Check-in

Your room will be available from 2 p.m. on the day of your arrival. Please check-in at reception where you will be given your key and a guest card to be used for taking your meals. Please ensure you have your guest card with you at all times.

Guests with special needs

If in an emergency you feel you would have difficulty evacuating the building or need special assistance during your stay with us, please inform reception on check-in or via email.

Deliveries

You are welcome to receive mail during your stay. Please make sure the address includes your room number and inform reception that you are expecting it. We are unable to accept any mail before you check-in or after you check-out.

If you have ordered food to be delivered to your room, please make sure you wait at the reception to receive it.



DURING YOUR STAY

What's in the room?

All rooms have a chair, work desk and a wardrobe. Towels, bed linen are provided and a complimentary set of toiletries (only on the first night). We do not provide hair dryers.

Internet connection

Wi-Fi is available in all common areas and bedrooms. During your stay your Wi-Fi username and password are displayed in your room. If you have any problems with your connection please contact the IT Help Desk on +44 (0) 207 862 8111 or on swan.support@london.ac.uk Monday to Friday between 9 a.m.–5 p.m.

Facilities

There is a Quiet Room, Lounge, Common Room and the Games Room with pool, football and ping-pong tables.

Pantries

There is a pantry on each floor (except lower ground floor) of the main building and on the lower ground floor in Annex. Symour Place has two pantries, one on the top floor and the other one on the lower ground floor. In the pantries, there is a sink, kettle, microwave and a fridge for communal use. Please make sure you leave the pantry clean once you have used it.

Cleaning

Your room will be serviced every 7 days (typically between Monday and Friday)–this includes cleaning of the room and toilets (in en-suite rooms) and change of bed linen. Towels are changed every Monday, Wednesday and Friday and bins are emptied Monday to Friday.

Security

We make every effort to ensure that Nutford House is secure. For your own safety, please keep your room locked at all times when it is not occupied. We cannot accept any responsibility for loss or damage to personal belongings.

Visitors

You may invite guests to Nutford House provided they do not cause a disturbance to other residents and are 18 years or over. Please collect your guest from reception on arrival as they will not be allowed in unaccompanied. We ask that all visitors leave the building by midnight. No visitors are allowed to stay in your room overnight. If you would like to book an additional room for your guest (2 nights minimum) please visit our website www.staycentral.london.ac.uk or send an email to the Stay Central team. All single rooms are let for single occupancy only.

Noise

If you are disturbed by noise at any time you should contact reception. Please keep the level of noise to a minimum at all times and especially between 11 p.m. and 7 a.m. The University reserves the right to remove any guest creating unreasonable noise or disturbance. No refunds will be made.

Use of equipment

It is prohibited to use large electrical appliances other than those provided in your room.

Smoking, candles and fire safety equipment

The hall operates a strict no smoking policy (including e-cigarettes) throughout the whole building—it is illegal to smoke in public buildings in the UK. The use of candles is prohibited due to fire safety regulations. It is illegal to tamper with the fire safety equipment and anyone found doing so will be asked to leave.

Maintenance

Please report broken or faulty furniture or equipment in the maintenance book at reception or via email. Most problems will be dealt with the next working day. Report any potentially dangerous problems to reception.

Laundry

There is a top-up card-operated laundrette on the lower ground floor. The cards can be collected at reception and topped up following the instructions. Detergent can be purchased from local shops. You will find an iron and ironing board in the laundry room.



EMERGENCIES

For assistance please contact reception or call 999 if it is a medical emergency.

IN CASE OF FIRE

If the alarm sounds, please leave the building immediately using the nearest stairs. Do not stop to collect your personal belongings and do not use the lifts. Please go to your designated assembly point as outlined on the evacuation plan on the back of your bedroom door. Please note that fire drills are held at 12 p.m. on each Thursday when the alarm will be tested and will sound for a few seconds.

Hospital (with A&E)

St Mary's Hospital
Praed Street
W2 1NY
T: +44 (0) 203 312 6666

Private Doctor

Harley Street Health Centre
17 Harley Street
N1G 9QH
T: +44 (0) 207 323 3830,
E: info@harleyhealthcentre.com
W: harleyhealthcentre.com

Emergency Dentist

Please visit: 24hour-emergencydentist.co.uk
T: +44 (0) 208 748 9365.
Baker Street, Kensington, Liverpool Street and
Hammersmith.

LAUNDRETTE



How to top up your Laundry Card

1. Go to www.washstation.co.uk.
2. Click on the icon which says 'Top Up Your Card'.
3. Returning Pinmate customer can log in to their account. If you are a new customer, please click the 'New Customer/Not Registered?' to register your card. Type in the card number which is found at the back of your Washstation card.
4. Top up your card by following onscreen payment instructions (minimum £5.00). Please note that there is no option for a refund. One wash costs £2.20 and one drying cycle costs £1.00.
5. Record your unique six digit pin number.
6. Go down to the laundrette located on lower ground floor (if unsure, please ask reception for directions).
7. Once inside the laundrette, place your washstation card against the card reader on the Pinmate machine located at the back end of the room.
8. Enter your unique six digit pin number. The Pinmate machine will register that your card has been topped up and it will now be ready to be used.
9. To use the card: hold it against the card reader on a washing machine or tumble dryer. The amount for a cycle will be debited from your card.

PAYING FOR DINNER

If you would like to join us for dinner* (**Monday to Sunday 6 p.m.–7:30 p.m.**), tickets can be obtained from reception but they must be purchased online in advance. To do this, simply follow these steps:

Visit www.staycentral.london.ac.uk, scroll to the bottom of the page and click



Put the correct amount (for current prices contact Reception) in the box labelled 'Amount (£)' and click 'Add to Basket':



When asked for your Customer ID, write:
ICH (Family Name)

For example: ICH "SMITH"

When asked for your Invoice Number, write:
UOLACC (Booking Reference)

For example: UOLACC "12345"



You will then be directed to a page where you can register your details and make a secure online payment.

This method can also be used to pay for extra nights but this must be arranged with the Stay Central team or Hall Management Office prior to payment.

**Dinner may be served in an alternative location between June to September depending on uptake.*

ON YOUR DEPARTURE

Check-out time

Please vacate your room by 10 a.m. on the morning of your departure to avoid incurring additional charges.

Returning your key

You should return your room key and meal card to reception on departure. Failure to do this will result in a £60.00 charge as the lock will need to be changed for security. Please remember to check with reception if you have any mail or messages, as it is very difficult for Hall Management to forward these on once you have departed. Any unclaimed post will be returned to the sender after your departure.

Luggage

Storing space for luggage is limited but we will do our best to accommodate all storage requests. If you arrive early we can usually store your luggage at reception until you check in. If you are travelling with a large group, please contact the office before your departure date in case we need to arrange for additional space. Please note that we do not store luggage overnight. You will, however, find luggage storing facilities at all mainline train stations; the nearest ones being Paddington Station. For further information please visit www.networkrail.co.uk.



LOCAL AREA



Nutford House is located in the central London borough of Westminster, sits almost on the doorstep of one of the city's most important transport hubs, Paddington station—a structure of particular historical intrigue, conceived and designed as it was by the famous engineer, Isambard Kingdom Brunel.

Though now perhaps more renowned for its numerous hotels, guest houses, and retail and coffee outlets, Paddington has nevertheless a storied history as both a destination for and birthplace of an array of talent residents, whose numbers include the analyst Alan Turing, the musician Elvis Costello, and the artist Lucian Freud. As an entry point to the city for many visitors, the area boasts the kind of vibrant international identity London has become famous for.

A short walk from Nutford House Oxford Street is Europe's favourite shopping area, making shopping in London easy and enjoyable and has more than 300 shops and many services available. Hyde Park is 10 minutes walk from the hall.

The attractions of London's West End theatres, cinemas, and shopping attractions are all easily accessed thanks to the Hall's proximity to not only the Marble Arch but also to Edgware Road stations which

collectively represent the majority of the London Underground's major rail way lines.

Banks

- Barclays Bank, 131 Edgware Rd, W2 2HT
- HSBC Bank, 171 Edgware Rd, W2 2HR
- Lloyds Bank, 195 Edgware Road, W2 1EY
- NatWest Bank, 1 Portman Square, W1H 6DG

Bureaux de Change

- 196 Edgware Rd, London W2 2DS

Supermarkets

- There are a number of food shops along nearby Edgware Road. Oxford Street, the main shopping hub of central London, is 20 minutes walk away.
- Tesco Express, 90–100 Edgware Road, W2 2EA
- Waitrose, 168–176 Edgware Road, W2 2DX

Restaurants

There is a wide variety of options to eat out in the area with several restaurants to be found on Edgware Road. You can also visit www.squaremeal.co.uk and search for a specific type of restaurant or area.

Fitness/Gyms

Most local gyms will offer guest memberships for short periods, as well as a pay-as-you-go admission.

- Seymour Leisure Centre, Seymour Place, London, W1H 5TJ



GETTING AROUND LONDON



London Underground – The ‘Tube’

The tube covers the whole city, is easy to use and is usually the quickest way to travel. Travelcards—for daily, weekly or monthly use—are the most economical way of getting around the city as they give you unlimited travel within your chosen zones. Besides the tube, travelcards cover all bus journeys and travelling by train within your zones. The closest tube stations are Paddington, Lancaster Gate and Edgware Road.

Red London Buses

These are one of the sights of the capital and can be used to travel across most parts of London.

It is a slower alternative to the tube but has more regular stops in more residential areas and certainly has more interesting views—<http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/>. For further information on public transport please visit www.tfl.gov.uk.

Black cabs

These taxis are licensed and can be hailed from the roadside when the yellow ‘For Hire’ light is on. For your

own safety, never use an unlicensed minicab or taxi.

You can hire a car, but the congestion charge (<https://tfl.gov.uk/modes/driving/congestion-charge>), parking fees and sheer volume of traffic make it advisable to use public transport instead.

Please note that University of London does not have parking facilities.

Bicycle Hire

A Transport for London bicycle hire station is located on Nutford Place, Marylebone. Cycling in London can be very dangerous and we strongly advise you to wear suitable protective and high visibility clothing including a helmet, and to use cycle paths where possible. Details of cycle paths can be found at www.sustrans.org.uk, and further details about cycling can be found at www.westminster.gov.uk/cycling.

National Rail and Eurostar

Paddington national rail/mainline station is 15 minutes’ walk of Nutford House. St Pancras Station is easily accessible from Paddington by the Tube, and it is the main Eurostar terminal, for international connections to Paris and Brussels (passports and/or visas may be required).

For tickets and timetables: www.nationalrail.co.uk and www.eurostar.com.

GETTING AROUND LONDON



University of London, Nutford House
Brown Street, London, W1H 5UL





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Thank you for choosing Nutford House.
We hope you enjoy your stay with us!