



KEY CONTACTS

The list below details the key contacts you may require during your stay. In the first instance, for any queries, please contact your Event Manager and/or call the Campus Venue team during the hours specified and we will be delighted to answer any queries. Where your query relates to Halls of Residence, if appropriate, AV support, where requested, or in an Emergency, please use the numbers detailed below.

Campus Venues	
Office	0115 748 6100 (Mon-Fri 8:30-17:00)
Event Manager	Ruth Parker - 07815 655 740
Out of hours ONLY	0115 951 3013 (24hr security)
Catering	
Trent Building (Afternoon Tea)	Delia Andras 0115 95 14401
Cripps Hall (Breakfast and Dinner)	Mike Lear - 07974092895
Sir Clive Granger Building (Lunch)	Heather Stothard & Mike Fearn 0115 95 15668
Conference Building	
Sir Clive Granger	Mick Wilcox – 077 9522 7675
Trent Building	Vila Pecke -07795234734
Fire Alarm Test – There are no fire drills planned during your event. Should the fire alarm sound at any time, your Building Attendant will be on hand to guide you through the fire evacuation procedure for your teaching building	
Halls of Residence	
Cripps Hall	Welcome Point North
	0115 748 7600
Fire Alarm Test – There is a fire alarm planned at 3pm on Tuesday. Should the fire alarm sound at any other time, please ensure you follow the fire evacuation procedure as detailed in the Halls of Residence.	
AV support	
Free phone located in meeting rooms, available Mon-Fri 8:30-17:30	
Emergency out of hours	
24hr Security	0115 951 3013
24hr Ambulance, Fire & Police	0115 951 8888