

Fresh Ideas Room Delivery Restrictions

Building	Room	Alternative Deliver Point	Additional Details
Amory	Parker Moot	Amory Reception	No lift access.
Building:One	Bateman LT	Building:One 1st Floor Corridor. Please ensure there is a table available for catering set up.	
	Matrix LT		
	Pearson Room		
	Kolade Room		
	Konstantin e Room		
	Marchant Syndicate Rooms A, B & C		
	La Touche Cafe		Approval required by the Retail Catering Manager (currently Paul Weller, ext: 3555)
Queen's	Room M	Corridor outside Room M. Please book tables through Campus Services Porters	No refreshments are to be taken inside this computer room. It is recommended that the customer book an alternative room.
	Lecture Theatres 6.1, 6.2, 7.1 & 7.2	Outside LT 4.1 & 4.2. Please book tables through Campus Services Porters	No lift access. It is recommended that the customer book an alternative room.
	Rooms 230 - 260	At the bottom of the stairs. Please book tables through Campus Services Porters	No lift access. It is recommended that the customer book an alternative room.
Laver	Room 716	Not accessible	It is recommended that the customer book an alternative room.
The Forum	Expo Labs	Outside the labs. Please book tables through Campus Services Porters	
	Any of the Seminar Rooms	The Street. Please book tables through Campus Services Porters	
	Mezzanine Level	The Street. Please book tables through Campus Services Porters	
IAIS	Any of the teaching or seminar rooms during term time (except Wed PM) (NO red wine)	The Street (during vacation)	This building has various restrictions - please ask the Fresh Ideas team for more information.
Hope Hall	Any	Ground Floor deliveries only	
St Lukes North Cloisters	100 +	Ground Floor deliveries only	No lift access. It is recommended that the customer book an alternative room.
St Lukes Dance Studio		Not accessible	
EMS	F20	At the bottom of the stairs. Please book tables through Campus Services Porters	No lift access. It is recommended that the customer book an alternative room.
Geoffrey Pope	Mezz level	Outside the lift	
Mardon Hall	Training Room, library	At the entrance of Mardon Hall	
Old Library	Cluster Room	Outside room. Please book tables through Campus Service Porters	No refreshments are to be taken inside this computer room. It is recommended that the customer book an alternative room.
RILD	RILD 4.16	Outside lift	
Harrison	Harrison 004	At the reception	No lift access. It is recommended that the customer book an alternative room.
Reed Hall	2 nd Floor	Upper Landing (1 st Floor)	No lift access.

