



PEMBROKE  
COLLEGE OXFORD

# Quill Study Abroad 2025

## Welcome Guide

Staying at the Sir Geoffrey Arthur Building  
(the GAB)







## WELCOME!

We are delighted to welcome you to Pembroke College and the Geoffrey Arthur Building Accommodation Annexe, often referred to as **the GAB**.

To help ensure you have a comfortable and enjoyable stay, please kindly take a moment to read the important information below. Thank you for your attention - we hope you have a pleasant stay.



### Location of the Accommodation Annexe (the GAB)

The Accommodation Annexe (the GAB) is located at: Long Ford Close, Oxford, OX1 4NJ

To find the Front Entrance, you can use the What3Words location: [remote.fire.organs](https://www.what3words.com/remote.fire.organs)

This is the entrance you'll need for **check-in**, as your bedroom is located here.

### Pembroke College – Main Site

Pembroke College is located in central Oxford on Pembroke Square, just off St Aldate's.

The full address is: [Pembroke College, Pembroke Square, Oxford, OX1 1DW](https://www.pembroke.ox.ac.uk/). This is where you will go for meals and meetings during your stay.

## How to get to the GAB

*(Maps can be found at the end of this pack)*

### By Foot

**The GAB** can be accessed on foot via Friars Wharf and the Thames Footbridge, or from the main Abingdon Road. Signage is in place at the site directing guests to the Front Entrance.

### By Bus

The closest bus stops to the GAB are located at St Aldates Police Station and Whitehouse Road.

Information on bus timings can be found at <https://www.oxfordbus.co.uk/services>

### By Train

The Oxford Train Station has regular connections into London, and many buses route directly to the station. There is a 24/7 taxi rank outside of the train station, or the station is only 20 minutes' walk to **the GAB**.

### By car/taxi

Please note **on-site parking is not available** and due to long term infrastructure works, the city of Oxford is affected by traffic, especially at peak times. Please advise taxi drivers to go to Long Ford Close address listed above for drop off, as their map directions may take you to the wrong side of the river

## Contacts

Should you need to contact us before your arrival or during your stay, please contact the event team from Monday to Friday (9.00 – 17.00):

**Email:** [eventsoffice@pmb.ox.ac.uk](mailto:eventsoffice@pmb.ox.ac.uk)

**Telephone:** 01865 276400

Evenings and Weekends (during your stay) please contact the Porters Lodge (our main reception):

**Email:** [porters.lodge@pmb.ox.ac.uk](mailto:porters.lodge@pmb.ox.ac.uk)

**Telephone:** 01865 276444

## WiFi

During your stay you can make use of the Cloud, Eduroam or our dedicated Guest Wi-Fi network:

Network: **PMB-Guest**

Event code: **xkchnhbf**

## Check-In and Check-Out Times

**Check-in time is from 14:00** on the day of arrival. Key cards for groups will be handed out by your group leader. Please report to the Front Entrance of the GAB where a member of staff will check you in.

**Check-out time is by 09:00 am** on the day of departure. Please ensure room key/card is returned to either your group leader, or the designated drop box at the main entrance once you depart. You will be unable to access the building once you checkout, so please ensure you take all belongings with you.

## Locked Out?

**For Groups** - In the event that you have lost your room key or left it in your room, please contact your group leader for assistance.

**Group Leaders** – If you or one of your attendees have lost a room key, please go to the lockout room located opposite to Staircase 8 where you will find a telephone connecting you to the Lodge for support. They will walk you through the procedure for creating a temporary pass to access your room and retrieve your original key. If your key is lost or broken, they can provide a temporary one until you are provided with a new key card.

## Catering & Amenities

We are pleased to let you know that breakfast is included with your stay on weekdays (Monday to Friday).

**Time:** 7:45 am – 8:45 am

**Location:** The Hall

**Address:** Pembroke College, St Aldates, Oxford, OX1 1DW (Main site).

Three tables will be reserved for your group in the large dining hall. Please note that your stay coincides with other groups who will also be using the Hall for breakfast. To help ensure a smooth and pleasant experience for all guests, we kindly ask that you arrive promptly within the allocated time. Thank you for your cooperation.

The kitchens are in each staircase, and you are welcome to make use of this facility. Our kitchens are equipped with a kettle, fridge, and tea tray with mugs for your use however we do not supply any further crockery. These are replenished daily on weekdays. Please note that our cookers are disconnected during the summer and cannot be used.

Rooms are serviced daily on weekdays. Towels and linen are provided and changed once per week during your stay, if your stay exceeds 7 nights. For environmental reasons we do not offer single-use toiletries in the bedrooms; you will find a small bar of soap.

A hairdryer is not provided, if you wish to bring your own please ensure it is compatible with standard UK plug sockets.

If you have any issues with your bedroom, please contact the events team [events.office@pmb.ox.ac.uk](mailto:events.office@pmb.ox.ac.uk) or the Lodge (01865 276444) depending on time of day, and they will be able to direct the information to the correct department and aid in resolving the issue as soon as possible.

## HEALTH & SAFETY

### Security

For your security we have CCTV throughout the main public areas of the GAB. Please close your windows when you leave your room, switch off any lights, and ensure you have your room key with you as doors will lock behind you.

Please ensure any entrance/exit doors you pass through shut completely behind you and be aware to not allow members of the public to 'tailgate' you into the College or accommodation.

### Safety

Please note that throughout **the GAB** there are some steep stairs and uneven walkways. Please take care on the stairwells and whilst walking around the grounds, particularly in inclement weather.

### Accessibility

The site is generally accessible; however, not all buildings have step-free access. If you or any of your guests have accessibility requirements, please make sure to inform the event organiser as soon as possible before your stay. This will help us ensure that a suitable and comfortable room is allocated for you. There are a limited number of accessible bedrooms, and like the other bedrooms, these must be booked in advance.

### Fire Evacuation

The fire assembly point for all bedrooms in **the GAB** is the Fulbright Quad. Information is provided on the back of all bedroom doors and on staircase noticeboards showing the assembly point and the evacuation procedure. A map of the college and the Geoffrey Arthur Building can be found in this pack.

In the event of the fire alarm being sounded please leave the room by the fire exit doors or the nearest safe exit and follow the green fire exit signs out of the building to the fire assembly point. You will be advised of any fire drills or testing in advance. If you discover a fire, operate the nearest fire alarm call point and make your way immediately to the assembly point. You should not re-enter any college buildings until you have been informed by a Fire Marshall that it is safe to do so.

### First Aid

In the event of an emergency, dial 999.

In the event of a small accident please contact your group leader or the Lodge for assistance.

### Feline Friends at the GAB

We have two friendly local cats who sometimes like to visit the grounds at the **GAB**.

While they're lovely to see, we kindly ask that you **do not feed them** or **let them into any indoor areas**. This helps us keep the accommodation clean and ensures all guests can enjoy a comfortable stay.

## Catering Facilities

Pembroke College is a **nut-free site**.

We kindly ask that no food items containing nuts are brought on site.



## Steam and Fire Alarms

Please note that our bedroom fire detectors at the GAB are **VERY** sensitive to steam from the showers onsite. In order to avoid setting off the alarm, we please request that guests keep their bathroom door closed during and after using the shower. All alarm activations will affect other guests onsite, therefore we seek to avoid false alarms wherever possible.

Tampering with Fire Safety Equipment is a criminal offense. This includes covering or removing Fire Detectors

## THINGS TO DO IN OXFORD

The Events team has put together below a few activities and links to organisations for you to explore Oxford during your free time.

### Clubs & Bars

[The Varsity Club](#) (approx. 5 minute walk from [Pembroke](#))

[Sandy's Piano & Wine Bar](#) (approx. 6 minute walk from [Pembroke](#))

[The Mad Hatter Cocktail Bar](#) (approx. 11 minute bus ride from [Pembroke](#))

[The Bridge Night Club](#) (approx. 12 minute walk from [Pembroke](#))

### Entertainment

[Junk Yard Golf](#) (approx. 4 minute walk from [Pembroke](#))

[Escape Hunt Oxford](#) (approx. 5 minute walk from [Pembroke](#))

[Odeon Cinema](#) (approx. 7 minute walk from [Pembroke](#))

[Ashmolean Museum](#) (approx. 10 minute walk from [Pembroke](#))

[Oxford University Museum of Natural History](#) (approx. 16-minute [bus ride](#))

### Restaurants and Pubs

[The Ivy](#) (approx. 6 minute walk from [Pembroke](#))

[Quod](#) (approx. 8 minute walk from [Pembroke](#))

[The Bear Inn](#) Oxford's Oldest Pub! (approx. 4 minute walk from [Pembroke](#))

[Turf Tavern](#) (approx. 12 minute walk from [Pembroke](#))

[Lamb & Flag](#) famously linked to J.R.R. Tolkien (approx. 13 minute [walk](#))

[Red Lion Pub](#) (approx. 8 minute walk from [Pembroke](#))

[Cozy Club](#) New to town! (approx. 6 minute walk from [Pembroke](#))

### Other attractions

For a comprehensive list or a general guide of places to see and things to do in Oxford and Oxfordshire, we recommend visiting the [Experience Oxfordshire website](#). This organisation partners with many local businesses and attractions.

### Health and Fitness

[PureGym](#) (approx. 3 minute walk from [Pembroke](#))

[Buzz Gym](#) (approx. 4 minute walk from [Pembroke](#))

### Christ Church Meadow Run

Christ Church Meadow is in close proximity to Pembroke.

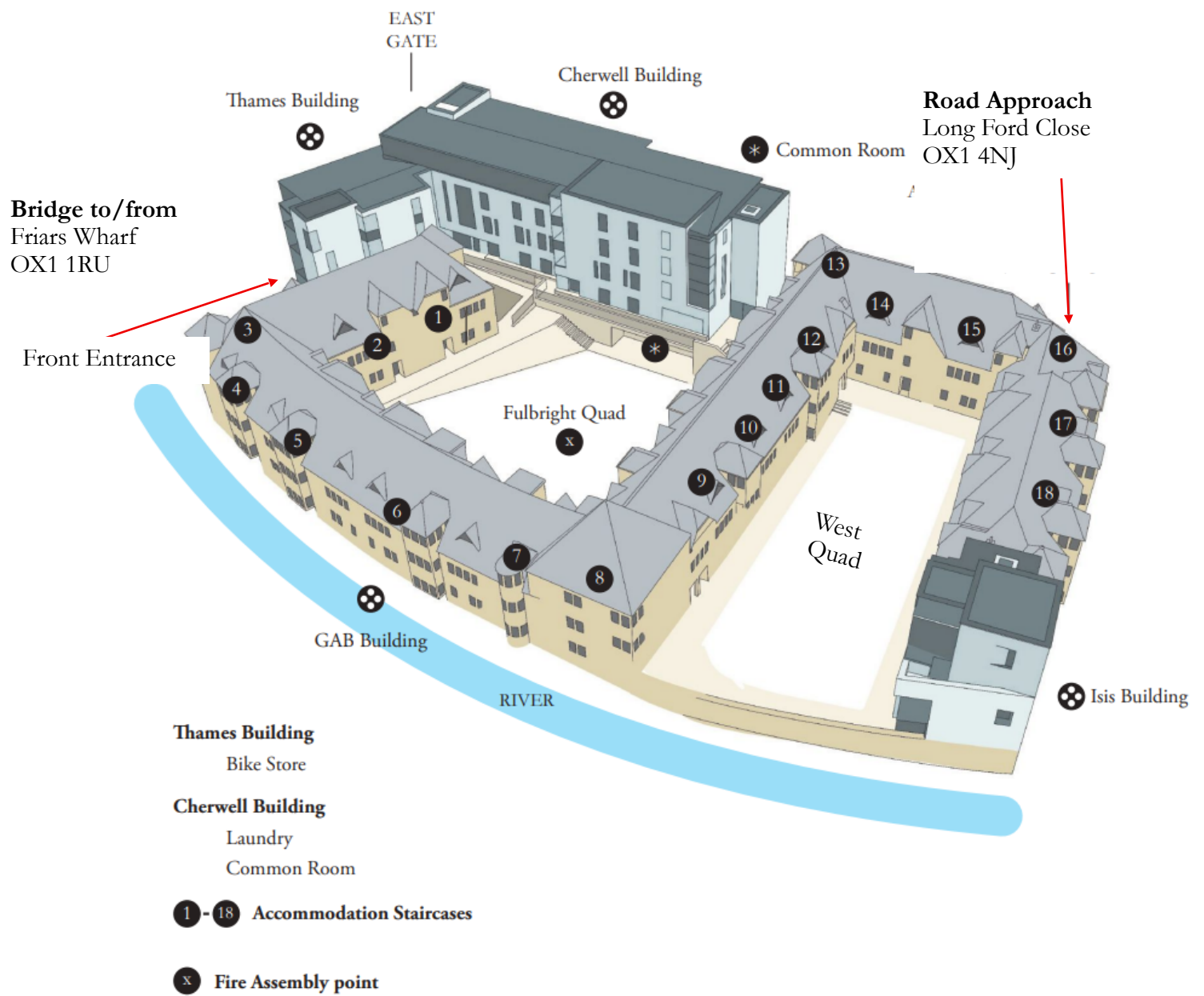
A lovely 2.58 km route to soak up the beautiful natural surroundings in amongst the University colleges and stunning spires.

For more information on the Meadow, please follow this link.

<https://www.chch.ox.ac.uk/plan-your-visit/brief-guide-meadow>

We hope you have a pleasant experience at Pembroke.

The Events Team







★ **Front Entrance – Check In Location**

— **Pedestrian Routes Available**