



# Event Accommodation at the Bank of England Sports Centre

2016 - 17



# Bank Lane 1 & 2

Our two on-site cottages provide a wonderful option of accommodation for you and your guests.

The cottages are fully fitted out offering self catering accommodation with bathrooms, a TV in lounge, dining table and a well-equipped kitchen. With linen and towels provided the 2 cottages offer a home-from-home experience for family and friends.

In addition, cottage residents may use the Sports Centre facilities for the duration of their stay (excluding the gym/studio).

Accommodation is available to book in connection with your event for any number of nights subject to availability.

**Check in time is 3pm. Check out time is 11am.**

# COTTAGE INFORMATION

## On arrival

Check in time at the cottages is 3pm. Please report to the main reception who will check you/your guests in. If you will be arriving late at night or outside reception hours, it is possible to arrange for keys to be left with our security team at the front gate.



## Keys

Each set of keys will have a front door key and the specific key to the bedroom you are staying in. Should you have rented the whole cottage, you may opt to take one or two keys to use for the front door and leave all bedrooms unlocked.

## Neighbours

Our cottages are situated in a quiet residential area so we ask that you are considerate and respect our neighbours at all times, especially if taking advantage of the gardens. We do have 24 hour security teams on site who will monitor noise and guest behaviour.

## Heating

To adjust the temperature in the cottage, please alter the individual radiator thermostats in each room, as there is no wall thermostat.



### **Bedrooms and linen**

We provide all of your bed linen and a set of towels per guest. Towels provided are for use inside the Cottages only and may not be used outside or in the Sports Complex facilities. For longer stays bed linen will be changed by our housekeeping staff every 5 days.



### **Children in the Cottages**

We have a travel cot, stair gate and booster dining chair that may be booked in advance of your visit. The bedrooms offer a combination of single rooms (single beds), double rooms (double beds) and triple rooms (double plus single). We do also have a couple of fold out mattresses should you require - please request this extra equipment when making your booking.

### **Bathrooms**

Each Cottage has a shower in the upstairs bathroom with wash basin and toilet. There is also a downstairs toilet in each cottage. Toilet rolls are provided.

### **Kitchen and dining**

The Cottage kitchens are equipped with most things that you should need for the duration of your stay including cooking utensils, crockery, toaster, tea/coffee/sugar, fridge and an oven. There is a washing machine in each cottage (please note that we do not provide washing powder or softener) together with an iron/ironing board for your use. Washing up liquid and dish cloths are provided in the Cottages for your use to wash up/clear up during your stay. We ask that you do all of your washing up before checking out of the cottages.





### **Rubbish**

Waste bins are provided in all bedrooms and the kitchen. Additionally there are 2 dustbins located on the patio at the back of each Cottage, please place any food waste and other non-recyclable refuse in the black dustbin and any recyclable waste (paper, cardboard, plastic, glass) in the green dustbin.

### **The gardens**

Each Cottage has a secluded back garden available for you to use and enjoy. You may use a disposable outdoor BBQ but please keep it off the grass and make sure it is cooled down and disposed of safely.



### **Checking Out**

We kindly request that you complete all your washing up and wipe down all kitchen and cooking areas that were used before you check out. Please check out by 11.00am. All keys should be returned to the main reception and your account fully paid up if you have not paid in advance.

### **Technical problems**

If you find that something is not working during maintenance opening hours (8am - 6pm), please report the problem to Reception. Reception will contact our onsite maintenance team who will do their best to resolve the problem.

If a problem occurs outside of these hours please report the problem to our 24 hour on-site security team (situated on the front gate or in office to the right of the main reception) who will get a technician to assist as soon as possible within their operating hours.

### **After your stay**

We very much hope that you enjoy your stay at Bank Lane Cottages. We are keen that we provide the best service we can, so if you have any feedback with regard to your stay that you would like to share please email [sportscentremangement@bankofengland.co.uk](mailto:sportscentremangement@bankofengland.co.uk). Thank you for choosing to stay in the Cottages and we hope to welcome you again soon!

# SPORT AND DINING FACILITIES

As a guest in the cottages, you are very welcome to enjoy the following onsite facilities at your leisure.

## **DINING AND BAR:**

Our Pavilion Restaurant is open from 9.00am for hot breakfasts, pastries as well as hot and cold beverages, including Costa coffee.



Lunch service commences at 12 noon every day of the week and is served until 2.30pm Monday to Friday and 4pm at the weekend.

The evening bar menu in the Tyrell Bar is available between 4pm and 9pm daily. The Tyrell bar is open every day serving a selection of alcoholic and non-alcoholic beverages with TV showing Sky Sports.





### **SWIM, PLAY AND RELAX:**

You are welcome to take advantage of the sports facilities including: the swimming pool; relaxation suite (jacuzzi, steam and sauna); floodlit, all-weather tennis courts; snooker and squash, subject to availability.



If you wish to use any of the sports facilities mentioned above, please contact the main reception who will confirm availability and take your booking.

Please note that as a guest, you may not use the gym or attend any studio classes.

### **VISITING WITH CHILDREN:**

If you are visiting with children, there is plenty to keep them occupied. Inside the Pavilion Restaurant, you will find our newly installed soft play area. The Baby & Toddler area is perfect for the youngest visitors whilst the multi-level playframe is ideal for children up to 120cm tall.

Outside, you will find an adventure playground and outdoor paddling pool (paddling pool open seasonally).









**Restaurants:** There are a large selection of good restaurants in Putney and East Sheen, catering for a wide-range of tastes and budgets

### **Takeaways and food delivery**

Indian:

Roehampton Tandoori Grill 020 8780 9815 [www.roehamptontandoorigrill.co.uk](http://www.roehamptontandoorigrill.co.uk)

Munal Tandoori (Nepalese) 020 8876 3083 [www.munaltandoori.co.uk](http://www.munaltandoori.co.uk)

Chinese:

The China Chef 020 8876 8645 [www.chinachefsw13.co.uk](http://www.chinachefsw13.co.uk)

Dong Phuong 020 8788 3888 [www.dongphuong-roehampton.co.uk](http://www.dongphuong-roehampton.co.uk)

Pizza:

Pizza Hut 020 8876 1234

Mama's Pizza 020 8355 7575

Domino's Pizza 020 8780 0777

Basilico 020 8876 6612

### **Entertainment**

Cinemas:

ODEON in Richmond, Putney, Wimbledon and Kingston and Cineworld in Wandsworth

Live music every night:

The Bull's Head, Lonsdale Road, Barnes

The Half Moon, Lower Richmond Road, Putney

Ten pin Bowling in Kingston and Raynes Park

Local Theatres:

Richmond Theatre ([www.atgtickets.com/venues/richmond-theatre](http://www.atgtickets.com/venues/richmond-theatre))

Rose Theatre, Kingston ([www.rosetheatrekingston.org](http://www.rosetheatrekingston.org))

New Wimbledon Theatre ([www.atgtickets.com/venues/new-wimbledon-theatre](http://www.atgtickets.com/venues/new-wimbledon-theatre))

Windmill museum on Wimbledon Common

Walking and Cycling in Richmond Park, Wimbledon Common, Barnes Common and along the River Thames tow path (closest access Barnes).



# COTTAGE PRICES (function/event)

Bank Lane 1 can accommodate 9 guests in 4 bedrooms.

Bank Lane 2 can accommodate 6 guests in 3 bedrooms.

Guests with children can make use of a travel cot and fold out mattresses - please confirm your requirements on the booking form.

## BANK LANE 1

- Bedroom 1 - Triple room (double & single bed)
- Bedroom 2 - Triple room (double & single bed)
- Bedroom 3 - Double room (double bed)
- Bedroom 4 - Single room (single bed)

**£326 per night for the whole house**

## BANK LANE 2

- Bedroom 1 - Triple room (double & single bed)
- Bedroom 2 - Double room (double bed)
- Bedroom 3 - Single room (single bed)

**£217 per night for the whole house**

## Cottage Terms & Conditions

- Payment will be added to your event invoice unless you guests wish to pay in advance by debit/credit card over the telephone
- Minimum cancellation period of 30 days applies - full charge applies within 30 days.
- We are in a residential area so please advise your guests accordingly
- Bedding and towels are provided (towels for use in the cottage only)
- No pets and no smoking allowed
- Check in for guests is at the main reception from 3pm
- Check out time is 11am
- Only cottage guests may use sports facilities
- Only pre-booked guests may stay in the cottages



# COTTAGE BOOKING FORM (function/event)

As confirmation of your cottage booking, please complete, sign and return this document in order to secure your booking in our diary and as acknowledgement of our Cottage Terms & Conditions.

Please complete and return to:  
Reception  
Bank of England Sports Centre  
Bank Lane, off Priory Lane  
London SW15 5JQ

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Number of nights: \_\_\_\_\_ Number of guests staying: \_\_\_\_\_

Tick cottage requirement as applicable: Bank Lane 1  Bank Lane 2  Bank Lane 1 and 2

Total cost: \_\_\_\_\_ (Bank Lane 1 @ £326 per night and Bank Lane 2 @ £217 per night)

I hereby agree to the cottage Terms & Conditions as laid out by the Bank of England Sports Centre in relation to the above-stated booking.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For a map and more detailed directions, please visit our website  
[www.bankofenglandsportscentre.co.uk](http://www.bankofenglandsportscentre.co.uk)

For further enquiries, please contact  
Main reception: 020 8392 4360  
[sportsreception@bankofengland.co.uk](mailto:sportsreception@bankofengland.co.uk)