



Use of Harbour House
by Standing Groups and
Affiliates of the ECPR

The ECPR at Harbour House

The Headquarters of the ECPR is Harbour House, a large Grade II listed building (the old Customs House) dating from the 1700s. In 2014 the ECPR carried out an extensive refurbishment of the building in order to provide both the space needed for staff, but also meeting rooms and facilities which could be made available to ECPR members and groups.

Harbour House is used by the ECPR's 17 staff and annually for the ECPR's Executive Committee meetings, the Publications Retreat, as well as various other meetings and events.

The ECPR now wishes to open use of Harbour House to Standing Groups and Affiliates to use for purposes which meet the ECPR's charitable objectives.

The House

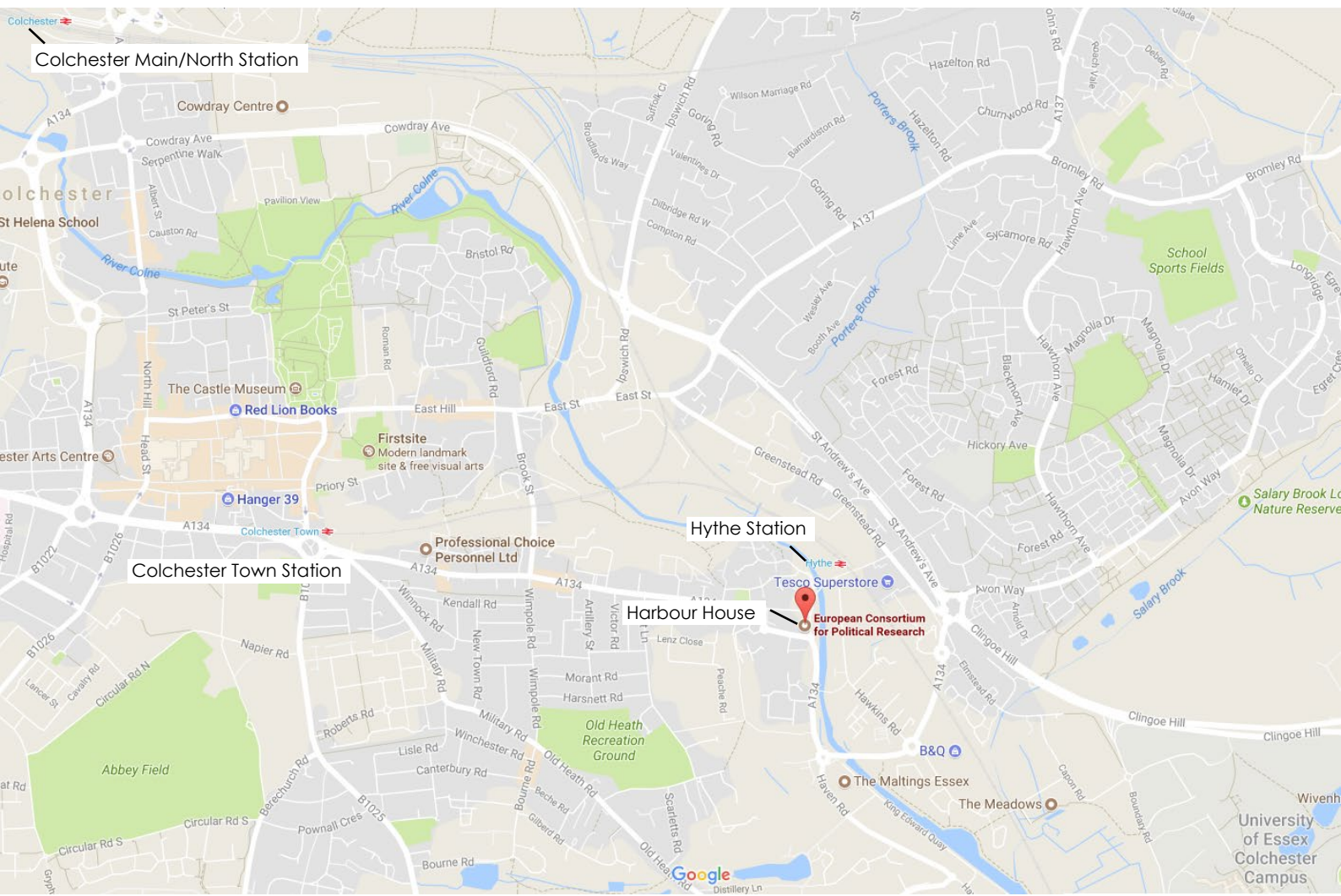
Built over two floors Harbour House consists of a spacious reception area, a Board Room, four other meeting rooms, a staff room, a kitchen, a number of offices for staff, rooms for facilities, storage and other services, as well as an outside patio area. There is a small designated car park directly adjacent to the building, plus a large public car park within a short walk. There is Wifi access throughout the building.

Harbour House is located on Hythe Quay, one of Colchester's regeneration areas, close to the town centre and the University of Essex campus. The Rose & Crown Hotel, which the ECPR uses regularly, is within walking distance. There are other hotels ranging from budget (Premier Inn) to luxury (Greyfriars) within a few miles of Harbour House, plus numerous restaurants, bars, museums and galleries in the town centre.

Colchester

Colchester is easily accessible from London via road and rail. As a 'commuter town' there are trains between Colchester and London every 10–15 minutes via the mainline station, Colchester Main (known locally as Colchester North Station - 2.8 miles from Harbour House). There are also two branch lines closer to Harbour House, but with a less frequent service (Colchester Town 1.3 miles and Hythe). Hythe station is only a few minutes' walk from Harbour House; trains run between London every hour from there.

The map below shows the proximity of Harbour House to Colchester's three stations and the University of Essex.



Opening the House to Members and Groups

Use by Standing Groups and Research Networks

ECPR Standing Groups can apply to use Harbour House for any of its events, though it is probably most suited to business meetings or small workshops/groupings or mini conferences. Applications should be made as far in advance as possible in order to avoid scheduling clashes and ensure maximum administrative support from the ECPR team.

Standing Groups will normally have access, Monday to Friday, to the five meeting rooms, staff room, kitchen and any social facilities, the outside patio area, photocopying, printing and Wifi facilities. ECPR staff will administer and support any events taking place in Harbour House, including for example, organisation of catering, IT support, hotel bookings, etc.

The administrative support of an event will be free of charge for Standing Groups, though any direct costs (e.g. catering and supplies) will be charged back to the Standing Group. Use of Harbour House over weekends may be available on request.

To comply with Fire Regulations, Harbour House can hold a maximum of 40 people at any time; this will therefore need to be taken into account when considering weekday/weekend bookings as there are c. 17 members of the ECPR's staff in the building during the week.

Use by Individuals

Affiliates (individuals from Member Institutions of the ECPR) are also welcome to use Harbour House on advanced booking, if they wish to use a meeting room or rooms for a small group meeting/workshop/event; they will be offered the same facilities as Standing Groups.

Affiliates may also use Harbour House on their own if they wish to spend a concentrated period of time doing research, up to a maximum of one month in total, in any one period. They will be allocated a meeting room or office for the duration of their stay and will be entitled to the same other facilities as Standing Groups.

How to book and more information

Use of Harbour House by Standing Groups and Affiliates is encouraged but is not automatically granted. All requests will be subject to the discretion of the Executive Committee which will assess the nature of the request against current usage of the building.



The front of Harbour House (above) and rear patio which has picnic tables in the spring and summer months (below)



To apply to use Harbour House, Standing Groups and/or Affiliates can request a booking form by emailing membership@ecpr.eu. For further information and full terms and conditions of usage please use this email address also.



The Reception area (above) provides a perfect place for registering guests and participants and leads to the kitchen, staff room, Board Room and meeting rooms one-three on the ground floor and stairs to the first floor meeting room and staff offices. The Board Room (below) can seat up to 12 comfortably around the table (full table not shown below – see back page) with a further six-eight around the outside of the room. Facilities include PC; projector and screen; numerous wall and floor-mounted power points; two Nespresso coffee machines with crockery and good Wifi access.





The Staff Room (above) can hold around 20 people comfortably for welcome coffee or standing buffet – additional seating can be found on the patio in good weather. The space includes two sofas and two armchairs; large table for setting out coffee/buffet lunch; three percolator coffee machines plus crockery. The kitchen (below) includes tea and coffee making facilities; water cooler; some crockery, cutlery and glassware; microwave and oven.





Harbour House's four meeting rooms are located on the first floor (image above) and on the ground floor of 'The Cottages' part of the building. The First Floor Meeting Room comes with PC and seating for up to eight people. Meeting room one (opposite) can seat up to five people. Meeting room two (below) is the largest room, accommodating eight–10 participants. Meeting room three (below opposite) can seat around six participants and also contains the door to the old safe room which dates back to when Harbour House was the head office of local Grain Merchants Pertwees. All rooms come with numerous wall-mounted power points and good Wifi connection.





Meeting Room One



Meeting Room Three



A few photographs from the 2017 Publications Retreat at Harbour House where all ECPR editors and publishers join the Subcommittee for two days of meetings.

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