



## Foundation Lunch 2020 LOGISTICAL DETAILS

### Parking

If you have been issued with a parking permit it will be attached to your final details email (sent before the event). Please print your permit and display it on your dashboard. The Porters will have a full list of all those given permission to park. Upon arrival at the Garden Hostel car park, please ring the buzzer and give your name – the gate will then be opened for you. Please understand that your permit does not guarantee you a space. If the Garden Hostel car park is full please try the field, to the left of the entrance to Garden Hostel or go to the King's Field car park, near the University Library (see College parking map on the event webpage).

A very limited amount of parking permits are still available. Please do let me know by Wednesday 11<sup>th</sup> March, if you require a permit. As with all parking in College, it is offered subject to availability on the day and cannot be guaranteed. In the event that Members are unable to park in College there a number of car parks in and around Cambridge, including the Grand Arcade car park on Corn Exchange Street and Park Street car park. More information about parking in Cambridge can be found online at <https://www.cambridge.gov.uk/parkin.g>

### Entrance to King's

Please be aware that on 14 March there will be Custodians staffing the College gates. Their task is to reduce unnecessary disturbance, maintain a secure and safe environment and manage and control the flow of tourists to the College and Chapel. When asked, please let them know that you are a guest attending the Foundation Lunch event, or show them your King's Members card. If you do not already have a King's Members card and would like one, they can be requested from [events@kings.cam.ac.uk](mailto:events@kings.cam.ac.uk).

### Wheelchair Access

Wheelchair users will be able to access all the venues listed in the programme. There will be a temporary ramp on 'A' staircase for entrance to the Chetwynd Room and the Hall, also the SCR, Beves Room and Hall may be accessed via Webb's Court. Wheelchair users wishing to enter the Keynes Hall may do so via an entrance on King's Lane. Please approach a member of staff prior to the start of the talks in the Keynes Hall, who will escort you to the disabled entrance. If at any point you are unsure how to access different rooms in the building, or need to help getting from room to room, do contact a member of staff or a Porter for assistance.

### Cloakroom

Coat rails will be provided from 10.45am by the Chetwynd Room. For the duration of the lunch the coat rails will be securely locked away, and brought into the SCR afterwards. If you would like to access your coat during this time, please contact a member of either the Development Office or Catering staff. The coat rails will be available until 5.00pm. Please ensure you collect your coat by this time. Any luggage may be stored in the left hand side of the coffee shop.

### Dress Code

The Foundation Lunch is an informal / business casual event.

## **Wi-Fi Access**

If you require Wi-Fi during your visit, please select the 'events' network on your device. The password will be available to collect from the registration desk during the reception.

## **Foundation Concert**

If you have bought concert tickets via the Development Office, they will be available for collection from 10.45am from the registration desk in the Chetwynd Room. If you have not already requested tickets, please contact the King's College Visitor Centre for availability: 01223 769342.

## **After the event**

For security reasons the back gate will be locked after 5.30pm. There is a newly installed exit button on the back gate allowing guests to access Queen's Road from the College.

Telephone numbers for local taxi companies are:

Panther: +44 (0)1223 715715 / Camtax: +44 (0)1223 242424

## **Cancellations**

If your plans change and you can no longer attend please do let us know as soon as is convenient.

## **Contact details**

If you need to contact the College in advance of or on the day of the event, please email, call or leave a message. Voicemails will be checked on the day.

Tel: +44 (0)1223 767 497/331 313

Email: [events@kings.cam.ac.uk](mailto:events@kings.cam.ac.uk)

