



20th, 25th & 30th Anniversary Event Saturday, 23 March 2024

LOGISTICAL DETAILS

Parking

If you have been issued with a parking permit it will be linked in your final details email. Please print your permit and display it on your dashboard. If you do not have a printer, please write your name and telephone number on a piece of paper and display this on your dashboard. The Porters will have a full list of all those given permission to park. Upon arrival at the car park, please ring the intercom 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 use the neighbouring field, or go to the Kingsfield car park (near the UL). Please see College parking map on the event webpage.

Car park pedestrian gates will be locked after 12.00 Midnight. If you need to access your car after this time, please ring the gate intercom.

In the unlikely event that permit holders 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:
www.cambridge.gov.uk/ccm/navigation/transport-and-streets/car-parks/.

Arrival

Please be aware that on 23 March the back gate on Queen's Road will be staffed from 9.00am - 4.00pm, and again between 6.15pm - 6.45pm. If you are parking in Garden Hostel after 4.00pm, we ask that you walk around to the front gate and enter via the Porters' Lodge (staffed 24hrs). For those arriving via the College front gate please note that it may be closed, please ring the bell and a Porter will admit you.

The Hall side of Front and Back Court is now restricted to King's Members and their guests only. Therefore, we suggest wearing your event name badge or carrying your NRM card to assist the College Visitor Guides who will be managing the flow of tourists in the grounds. If asked, please let the Guide know you are a guest attending the 20th, 25th & 30th Anniversary Event, or show them your King's Member card. If you do not already have a King's Member card and would like one, they can be requested from Mhairi Sevink-Wincomb: +44 (0)1223 331313 or email: members@kings.cam.ac.uk.

Visiting the Chapel

The Chapel is open to visitors from 9.30am to 3.45pm (last entry at 3.15pm). There is no charge for Members and their guests. Please have your NRM card available to show Chapel staff.

Accommodation

For those staying in the **Harvey Court Building at Gonville & Caius College**, you can check-in at the **West Road Porters Lodge** from 2pm. If you're arriving earlier, their luggage store is available - you can drop off your bags and check-in to your room later in the day. The Harvey Court Building is located on West Road, opposite the King's Garden Hostel car park. All the rooms include free WiFi, tea and coffee making facilities and toiletries with a full English and continental buffet breakfast included (served 7.30am – 10am).

Please note that parking at Gonville & Caius must be pre-booked via their meetings and events office and is charged at £16.50 per night. If you have requested a parking permit for the event, you can stay parked in King's Garden Hostel car park overnight. If you require parking and have not yet requested it, please email us on events@kings.cam.ac.uk.

If you are returning to your room to change before the drinks reception and dinner, please note that the back gate will only be staffed between **6.15pm – 6.45pm**. If you arrive outside of these times, we ask that you walk around to the front gate and enter via the Porters' Lodge (staffed 24hrs).

If you have booked a **King's College Guestroom** directly, please check-in at the Porters' Lodge. Keys will be available after 2.00pm on your day of arrival and payment is required upon check-in. Please note that all King's College accommodation is booked on a room-only basis. All guests staying in King's College accommodation should be aged over 18 years old.

Departure

For the Harvey Court Building, check-out is by 10.00am at their West Road Porters Lodge.

King's College guestrooms check-out is at 9.30am at the King's Porters Lodge.

Luggage Storage on Saturday, 23 March

A luggage storage room will be available on 23 March in the King's Coffee Shop (next to the Bar), but please note that the room will be left unlocked and unstaffed. If you need to store belongings securely, please speak to a member of the Development staff when you arrive for the event. The Porters' are usually happy to store bags for a short time if they have the space.

Breakfast/Brunch in College

The Servery will open for King's Members and guests between 11.00am and 1.30pm for brunch on Sunday, 24 March (card sales). There is no early breakfast service on weekends and the College Coffee Shop is expected to be closed outside of term.

Restrooms & Changing Facilities

Restrooms are located in the College Bar and in the SCR area (near the Pantry). Guests are welcome to use the Bar restroom facilities for changing (the ladies has a seated vanity area). Communal male and female changing rooms will also be available in the Keynes Building (seminar rooms 2A & 2B).

Dress Code

The dress code for the afternoon is casual, and the suggested dress code for the evening drinks reception and dinner is smart evening attire. Lounge suits, cocktail dress, or equivalent are appropriate. Gowns are not required.

Bringing Children

Children are very welcome to attend the afternoon activities, including the refreshments, at no charge (please just let us know so we can cater appropriately). With regret, children under 18 years old cannot attend the evening drinks reception or formal dinner.

Payments & Refunds

If you need to cancel your booking please do so at least 7 days prior to the event to receive a refund.

College Gates

The back gate (on Queen's Road) and Webb's Court gate are fitted with exit buttons. The front gate also has an exit panel to open the door (see signs). Guests staying in College accommodation will be issued with access cards and keys to operate the gates (including the Fellows' Garden).

Contact Details

If you need to contact the College regarding the event, please use the details below:

Development Office: +44 (0)1223 331443 | Email: events@kings.cam.ac.uk

Porters Lodge: +44 (0)1223 331100 / 331656

Voicemails and emails will be checked regularly on Saturday, 23 March so please do leave a message if you need to speak with a member of the Development team on the day of the reunion.
