



## **50<sup>th</sup> Anniversary Reunion**

Friday, 27 September 2024

### **LOGISTICAL DETAILS**

#### **Arrival**

Entrance to the College will be possible through the Front Gate on King's Parade (staffed 24hrs) and Back Gate (staffed 9.00pm – 5.30pm) on Queen's Road. If the College Front Gate is closed, please ring the bell and a Porter will admit you. Access via the Back Gate will not be possible after 5.30pm as the gate will be locked and unstaffed, we ask that you walk around to the Front Gate and enter via the Porters' Lodge.

#### **Parking**

If you have requested a parking permit, it will be linked in your final details email along with a map of the car parks. Please print the permit and display it on your dashboard (or just leave a note referencing the 50<sup>th</sup> Reunion on display). Upon arrival at the car park gates, please ring the intercom to the Porters' Lodge and give your name. They will have a list of all those given permission to park.

Car park pedestrian gates will be locked after 1am. If you need to access your car after this time, please ring the gate intercom.

As it's a working day, please be aware that a parking permit does not guarantee you a space. If the Garden Hostel car park is full, please use the neighbouring field, or go to the King's Field car park (please see map). Should there be no spaces available, please be prepared to make use of the on street parking, Park and Ride, City car parks and public transport.

#### **Registration and Accommodation**

**Registration opens at 2.30pm** on Friday, 27 September in the Bar. Room keys will also be available to collect from 2.30pm in the Bar for those who have booked accommodation. If you have booked directly with the Guestrooms Department/Porters' Lodge however, you should collect your room key from the Porters' Lodge (from 2.00pm on your day of arrival).

Please note that after 5.30pm all uncollected room keys will be held by the Porters' Lodge.

If you are arriving before 27 September, all room keys should be collected from the Porters' Lodge (from 2.00pm on your day of arrival).

#### Check-out

- Guests staying in student bedrooms (booked through the Development Office) should return keys by 3.00pm to the Porters' Lodge - for departures on Saturday 28 or Sunday 29 September.
- If you are departing after 29 September, please return all keys by 9.30am
- College Guestrooms (booked through Porters' Lodge) 9.30am checkout at the Porters' Lodge
- Please note that all College accommodation is booked on a room-only basis.

#### **Tours:**

##### **Art Tour with King's Fellow Dr Sophie Pickford, KC 1997**

Please meet in the Bar where a member of the Development Office will greet you. The tour will leave promptly at 4.15pm.

##### **College Gardens Tour with the Head Gardener Steven Coghill**

Please meet in Front Court where a member of the Development Office will greet you. The tour will leave promptly at 4.15pm.

**Photographs**

Group photos of members and their guests will be taken promptly at 6.30pm on the Front Lawn.

**Changing Rooms & Luggage Storage**

There will be clearly signposted male and female communal changing rooms provided in Keynes for guests who aren't staying in College but wish to change into evening attire (see signs). Please do not leave any belongings in these rooms and instead make use of the luggage room (located in the King's Coffee Shop). This room will not be locked, so items are left at your own risk, please keep valuables with you.

A luggage storage room will be available on 27 September in the King's Coffee Shop (next to the Bar) from 10.00am – 11.00pm, 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.

**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, gowns are not required. We suggest using your free time from 5.30pm – 6.30pm to change into your evening attire and be ready for photographs at 6.30pm on the Front Lawn.

**After-dinner Departures**

The back gate (on Queen's Road) and Webb's Court gate have now been fitted with exit buttons. The front gate also has an exit panel to open the door (see signs).

**Brunch**

Bruch will be available in the Servery from 11.00am until 1.30pm (card sales) on Saturday 28 and Sunday 29 September. Please carry your Non-Resident Member card to show at the till.

**Payments & Refunds**

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

**Contact Details**

If you need to contact the College in advance of the event, please use the details below:

Tel: +44 (0)1223 331443 (please leave voicemails) | Email: [events@kings.cam.ac.uk](mailto:events@kings.cam.ac.uk).