



Members' Afternoon Tea

Saturday, 28th September 2019

LOGISTICAL DETAILS

Arrival

Please be aware that on 28th September there will be Custodians on 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 Members' Afternoon Tea event or show them your King's Member card.

Parking

We recommend that Members attending the Afternoon Tea use the local Park and Ride services or city centre public car parks. Further details are available here: <https://www.cambridge.gov.uk/parking>. Unfortunately we are unable to provide college parking for this event.

Luggage

The College Coffee Shop will be available as a luggage room for anyone wishing to store any belongings. Please note that this room will not be staffed and will remain unlocked. We advise that you do not leave valuables in this room as it is left unattended. Alternatively, please contact a staff member of the Development Office in advance or on the day who will try to assist you.

Provost's Presentation

All guests are welcome to attend the presentation on the College's present and future plans. The presentation will begin promptly at 1.00pm in the Keynes Hall. Entrance is through the Bar.

Registration

Staff will be at the registration desk, located at the entrance of Webb's Court by the Library arches, from 1.45pm, where guests can register and collect their name badge.

Members' Afternoon Tea

Please note that this event requires pre-booking and payment to attend. The Afternoon Tea will be served as a buffet and will include a combination of finger sandwiches, cakes and scones, with hot and cold beverages. The menu is available at <https://www.kings.cam.ac.uk/event/2019/members-afternoon-tea>.

Wet Weather Alternative

The wet weather alternative will be a sit down buffet promptly at 2.00pm in the great hall served family platter style. We advise that members arrive for the start of the event to ensure the full variety of choice and seating together. We will inform members of this change of venue by Thursday 26th September.

Evensong

Saturday, 28th September is the first service of the new term so we are expecting it to be popular. Therefore, King's Members will be admitted first at approximately 5.10pm (we will be able to enter the Chapel once the Choir's rehearsal has concluded) via the **North door (Clare College side)**. The disabled access entrance will be at the South Door. At 5.15pm the South doors will be opened and other University members and the general public will be admitted. Please note that if you arrive for Evensong after the public queue has been admitted we cannot guarantee a seat with the King's group in the East End of the Chapel.

Access to the Provost's Garden and Webb's Court

From 2.00pm to 4.00pm the Provost's Garden and Webb's Court will be open to Members' Afternoon Tea guests only. Access to the Provost's Lodge Garden will be clear from Webb's Court. At 4.00pm the Provost's Garden will be locked and Webb's will reopen for general access to Members' visiting the College.

Children's Health and Safety

Children are very welcome to attend the Afternoon Tea but must be supervised at all times.

Wi-Fi

Codes to access the College Wi-Fi will be available at the registration desk.

Photography

Members of the Development staff will be taking photographs throughout the day, which will be shared following the event. If you would prefer not to be photographed please speak to a member of staff on the day.

Visiting the Chapel

If you would like to visit the Chapel please wear your name badge or have your NRM card available to show the Chapel custodians.

Restrooms

Restrooms will be signposted but are located next to the Beves Room and in the Provost's Lodge.

Dress Code

The dress code for the afternoon activities is casual.

Accommodation

College guestrooms, booked through the Porters Lodge, require check-in and payment at the Lodge from 2.00pm on your date of arrival. If you booked a student room through the Development Office, your payment will have been taken in advance but your key will be available to collect from the Porters' Lodge.

Check-out: Guests checking out from a College guestroom (booked through the Porters Lodge) should check-out by **9.30am on your departure date**. Guests who have booked a student room should check-out by 11.00am on Saturday and by 2.00pm on Sunday.

Departure

For those not staying in College (Members staying in guestrooms will be issued with a access card that will open the back gate) the back gate will remain open until 6.45pm on 28th September. For security reasons the back gate will be locked after this time. There is a newly installed exit button on the Webb's court gate.

The telephone number for a local taxi company is:

Panther: 01223 715715 (free phone 0800 977 5761 from a landline)

National Rail: www.nationalrail.co.uk

National Express: www.nationalexpress.com/home.aspx

Development Office contact details

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

+44 (0)1223 331443 / 767497 | Email: events@kings.cam.ac.uk

Further Useful Information

Request your University CAMCard: <http://www.alumni.cam.ac.uk/benefits/camcard>

- What's on website: <http://www.visitcambridge.org/whats-on>