



## Foundation Lunch 2022 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 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 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).

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 are 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/parking>.

### **Entrance to King's**

Please be aware that on 19 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).

### **Evensong**

For those attending Evensong on 19 March, please be at the North door in the Members queue outside the Gibbs' Building by 5.10pm at the latest to ensure a seat in the East End.

### **Wheelchair Access**

Wheelchair users will be able to access all the venues listed in the programme. 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 10.30am by the Chetwynd Room. For the duration of the lunch the coat rails will be securely locked away and brought out 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. Guests are advised to keep any valuables with them at all times.

### **Dress Code**

The Foundation Lunch is an informal / business casual event.

### **Wi-Fi Access**

Guests are welcome to use the College Wi-Fi. Details for signing to the King's network will be available at the registration desk.

**After the event**

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).

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. In the event of the reunion being cancelled or postponed due to Covid-19 restrictions full refunds will be given

**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

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

