



## 20<sup>th</sup>, 25<sup>th</sup> & 30<sup>th</sup> Anniversary Event Saturday, 21<sup>st</sup> August 2021

### LOGISTICAL DETAILS

#### Parking

If you have been issued with a parking permit it will be attached to your final details email. 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 use the neighbouring field, or go to the King's Field car park (see College parking map).

Car park pedestrian gates will be locked after 12 Midnight. If you need to access your car after this time please ring the gate intercom.

In the unlikely 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: [www.cambridge.gov.uk/ccm/navigation/transport-and-streets/car-parks/](http://www.cambridge.gov.uk/ccm/navigation/transport-and-streets/car-parks/).

#### Arrival

Please be aware that on 21<sup>st</sup> August the back gate on Queen's Road will be staffed from 1-4pm. If you are parking in the Garden Hostel after 4pm 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 is locked (due to reduced visitors), 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](mailto:members@kings.cam.ac.uk).

#### Visiting the Chapel (no charge to Members)

Please pre-book a slot to visit the Chapel here: <https://www.eventbrite.co.uk/o/30579734148>

#### Accommodation

##### Key collection

A welcome desk will be in the Chetwynd Room from 1.30-5pm on Saturday, 21<sup>st</sup> August for guests wishing to register and collect room keys (student rooms). After 5pm keys will be taken to the Porters' Lodge for collection. Please be aware that due to the refurbishment of the Keynes Building all single and double ensuite rooms will be in Bene't Street Hostel.

If you have booked a **College guestroom** directly please check-in at the Porters' Lodge. Keys will be available after 2pm on your day of arrival and payment is required upon check-in.

Please note that all College accommodation is booked on a room-only basis.

##### Departure

Check-out on Sunday, 22<sup>nd</sup> August is by **3.00pm** for guests staying in student rooms. College guestrooms check-out is at **9.30am**. Please return all keys to the Porters' Lodge.

### **Luggage Storage on Saturday, 21<sup>st</sup> August**

A luggage storage room will be available on 21<sup>st</sup> August 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.

### **Breakfast/Brunch in College**

The Servery will open for King's Members and guests between 11.00am and 1.30pm for brunch on Sunday, 22<sup>nd</sup> August (card sales). There is no early breakfast service on weekends and the College Coffee Shop will be closed over the summer period.

### **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).

### **Cloakroom**

Coat rails will be available in the Chetwynd Room and outside the Hall. Guests are advised to keep any valuables with them at all times.

### **Dress code**

The dress code for the afternoon activities is casual. The evening drinks and dinner are formal, black tie is suggested but lounge suits, cocktail dress or equivalent is also acceptable. 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. In the event of the reunion being cancelled or postponed due to Covid-19 restrictions full refunds will be given.

### **Wi-Fi**

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

### **College Gates**

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). 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 767489 | Email: [events@kings.cam.ac.uk](mailto:events@kings.cam.ac.uk)

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

Voicemails and emails will be checked regularly on Saturday, 21<sup>st</sup> August so please do leave a message if you need to speak with a member of the Development team on the day of the reunion.

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