



**35<sup>th</sup>, 40<sup>th</sup> & 45<sup>th</sup> Anniversary Event**  
Saturday, 25<sup>th</sup> September 2021

**LOGISTICAL DETAILS**

**Parking**

If you have been issued with a permit, it will be linked in your final details. Please print the permit and display it on your dashboard (or just leave a note referencing the 35<sup>th</sup>, 40<sup>th</sup> & 45<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. 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 (see College parking map).

Please note that we have allocated all our parking permits for this event. If you have been issued a permit but no longer need to park in College, please let us know so that we can offer your permit to someone else on the waiting list.

In the unlikely event that Members with permits 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**

Entrance to the College on Saturday, 25<sup>th</sup> September will be possible through the Front Gate on King's Parade (staffed 24hrs) and Back Gate (staffed 12.30pm – 6.30pm) on Queen's Road. For those arriving via the College Front Gate please be aware that it is locked (due to reduced visitors), please ring the bell and a Porter will admit you. If you are arriving through the Back Gate it will be staffed from 12.30pm – 6.30pm. If you arrive after 6.30pm, we ask that you walk around to the Front Gate and enter via the Porters' Lodge. Please see 'Registration and Accommodation' for details on collecting room keys and event information.

If you are arriving in College before the 25<sup>th</sup> September please enter through the Porters' Lodge (Front Gate).

**Registration and Accommodation**

There will be two registration points on the day located in the Chetwynd Room and on the Back Gate (for those parking). Registration opens from 12.30pm on Saturday, 25<sup>th</sup> September for guests wishing to register and collect room keys. Please note that after 6.30pm all uncollected room keys will be held by the Porters' Lodge.

For those guests who have requested a parking permit, we will have your pack and room key available to collect from the registration desk at the Back Gate (12.30pm – 6.30pm). All guests not on the parking permit list should collect their packs from the registration desk in the Chetwynd Room (12.30pm – 4.00pm). If your plans change and you are no longer parking or entering College through the Back Gate, please let us know so we can make sure your welcome pack is at the correct registration point. Likewise, if you are travelling with another Member who is on the parking list, please let us know.

If you are arriving before 25th September and have booked accommodation with us, or directly with the Guestrooms department, you should collect your room key from the Porters' Lodge (all keys should be available from 2.00pm).

**Check-out** on Sunday, 26<sup>th</sup> September is **by 3.00pm**

- Check-out on Monday, 27<sup>th</sup> September is by 9.30am.
- Please note that all College accommodation is booked on a room-only basis.

**Wi-Fi Access**

Wi-Fi access codes will be available at the registration point.

### **Luggage Storage and Changing on Saturday, 25th September**

There will be clearly signposted male and female communal changing rooms provided on the first floor of Keynes (the lift is not available due to building work), for those of you who aren't staying in College but wish to change into your evening attire. Please do not leave any belongings in these rooms and instead make use the luggage room which will be located in the Keynes Hall. This room will not be locked, so items are left at your own risk, please keep valuables with you.

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.

### **College Tours**

For the Garden Tour please meet on the front lawn and in Chetwynd Court for the Buildings Tour where a member of the Development Office will greet you. The tours will leave promptly at 1.30pm. Please note each tour will involve a fair bit of walking.

### **Pantry & Bar**

- The Pantry will be open between 2.00-5.30pm for wines sales and collection on Saturday, 25<sup>th</sup> September.
- The Bar will open at 5.00pm and call last orders at 12 Midnight. Closing at 12.30am

### **Attending Services & Visiting the Chapel**

Members are encouraged to wear face coverings while inside the Chapel.

If you would like to attend Evensong on Saturday, 25<sup>th</sup> please queue outside the South Door (Gibbs side) at 5.10pm. Doors will open following the Choir's rehearsal. The service begins at 5.30pm and lasts approximately one hour. The Sunday morning service starts at 11.00am please arrive 10 minutes early to take your seats.

College Members are welcome to visit the Chapel during visitor opening times; expected to be 10.30am to 3.30pm (last entry 2.45pm) on Saturday, 25th September. Please show your Reunion name badge or NRM card for free entry.

Where possible please pre-book a visiting slot here: <https://www.eventbrite.co.uk/o/30579734148>

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

The Servedry will open for King's Members and guests between 11.00am and 1.30pm on Sunday, 26th September (card sales). Please note there is no early breakfast service on weekends and the College Coffee Shop will be closed.

### **College Gates & Departures**

The Back Gate, Front Gate and the gate in Webb's Court have all been fitted with exit buttons for anyone wishing to depart. If you require access to the car parks after gates are locked please ring the gate intercom.

Guests staying in College accommodation will be issued with access cards and keys to operate the gates.

### **Refunds**

If you need to cancel your booking please do so at least 5 days prior to the event to receive a refund.

In the event you have a positive COVID-19 test result prior to the event, please contact the Development Office so that we can offer you a full refund.

### **Contact details**

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

Development Office: +44 (0)1223 767489 (please leave a message) | 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, 25th September so please do leave a message if you need to speak with a member of the Development team on the day of the reunion.