



20th, 25th & 30th Anniversary Event Saturday, 28th March 2020

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 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).

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/.

Arrival

Please be aware that on 28th March there will be Visitor Guides 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 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.

Accommodation

Key collection

A welcome desk will be in the Chetwynd Room from 2.00pm on Saturday, 28th March for guests wishing to register and collect room keys (student rooms).

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, 29th March 2020 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, 28th March

A luggage storage room will be available on the 28th March, 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. Alternatively, Campkins on King's Parade provide secure luggage storage. Please note that the lockers in the Porters' Lodge have been removed, but the Porters' are usually happy to store bags for a short time.

Breakfast/Brunch in College

The cafeteria will open for King's Members and guests between 11.00am and 1.30pm for brunch on Sunday, 29th March (cash sales). Alternatively, the College Coffee Shop will be open from 10.00am. Please note that there is no early breakfast service on weekends.

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 or equivalent is also acceptable. Gowns are not required.

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 will be locked at approximately 6.30pm on Saturday, 28th March. Please note that the back gate (on Queen's Road) and Webb's Court gates have now been fitted with exit buttons, but should you wish to enter the College after 6.30pm Members will need to arrive via the front gate on King's Parade. Guests staying in the College accommodation will be issued with access cards and keys to operate the gates.

The telephone numbers for local taxi companies are:

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

Camcab: 01223 704704

Contact details

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

Development Office: +44 (0)1223 767489 / 331313 | Email: events@kings.cam.ac.uk

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

Voicemails and emails will be checked regularly on Saturday, 28th March so please do leave a message if you need to speak with a member of the Development team on the day of the reunion.

King's College | Cambridge CB2 1ST | UK

TEL +44 (0)1223 767489 | EMAIL events@kings.cam.ac.uk | FAX +44 (0)1223 331347

WEB www.kingsmembers.org

UK Registered Charity Number: 1139422