

ACCOMMODATION INFORMATION

WELCOME TO KING'S

King's College is perfectly located for your stay in the heart of Cambridge city centre, with the beautiful river Cam running through our historic grounds. Step outside of your door and wander through the front court to admire the Chapel, one of the UK's finest landmarks and home to our internationally renowned Choir. You are spending the night in a bedroom where some of the brightest young people live during their studies here in the College and we hope that you enjoy your stay with us. We trust that you find the information within this pack useful but if you have any additional queries throughout your stay please contact the Porter's Lodge.

"A pristine room in the centre of the city with access to one of the most beautiful courtyards in the world, bliss!"

"Absolutely fantastic! The room was spotless and comfortably sized. The quality of the fittings high. The location amazing. The view stunning, looking across the rooftops towards the Chapel. I loved being here and feel like returning to Cambridge just for the pleasure of staying here again."

"Nice room, spacious and clean - more comfortable than some 5 star hotels I have stayed in. Easy booking, friendly staff. Excellent value."

T: 01223 331410

E: entertain@kings.cam.ac.uk

www.kings.cam.ac.uk

King's College, King's Parade, Cambridge, CB2 1ST

ARRIVAL & DEPARTURE

Guests are invited to check in and out at the Porter's Lodge, situated at the entrance to the College on King's Parade.

Check in: From 2:00pm

Weekday check out: By 9:30am on the morning of departure

Weekend/bank holiday check out: By 10:00am on the morning of departure

On arrival, **all guests** are required, under the Immigration (Hotel Records) Order 1972, to complete a registration form giving their full name, address and nationality along with the number and place of issue of their passport and their next destination. The details will be kept for a period of no less than 12 months. The holding and use of personal information is regulated by the Data Protection Act 1998.

The Lodge is manned 24 hours and the Porters are available for advice and support.

If we have availability and you would like to extend your stay please speak to the Porters or your event organiser with your request.

Please ensure that you return your keys and cards to the allocated registration area or the Porter's Lodge. Any not returned will be charged for.

COLLEGE ACCESS

You will have been issued with a set of keys, one for your room (this might be an access card) and main key card. The key card gains you entry to the back gate and front gate when the gates are locked. If you are staying in New Garden Hostel, the C1 key will gain you entrance to the Fellows' Garden.

Gate opening times:

Please note that the back gate that leads out onto Queen's Road is open from 8:30am - 6:30pm. You will require your key card outside of these times.

BREAKFAST & BRUNCH

Monday - Friday: Breakfast is served in the cafeteria and Hall from 8.00am until 9.15am.

Saturday, Sunday & bank holidays: Brunch is served in the cafeteria and Hall from 10.30am until 1.30pm.

Please show your ID badge, key/card or voucher at the till.

BEDROOM INFORMATION

WI-FI

Network: Events

Password: crispmornings

AMENITIES

There are tea and coffee making facilities in your room. If you require a hairdryer, vanity mirror or an extension cable please contact the Porter's Lodge for more information. Please note that we ask that all items borrowed are returned to the Lodge and not left in your bedroom.

HOUSEKEEPING

Please be aware that you will receive one toiletry pack throughout your stay.

LAUNDRY

There are facilities on site, please speak to the Porter's Lodge for information.

LUGGAGE STORE

We regret that the College are not able to store luggage, but left luggage facilities are available at the Tourist Information office www.visitcambridge.org or at Campkins Camera Shop (please contact the shop directly, subject to availability) <https://www.campkinscameras.com> opposite the Porter's Lodge on King's Parade.

GENERAL INFORMATION

FIRE & SAFETY

Please familiarise yourself with the fire alarm locations, exit rooms and fire safety guides, located on the back of your room door. Please note there will be a fire alarm test every Tuesday afternoon throughout the College. If the alarm sounds at any other time please exit the building to your designated area.

The College has First Aiders in all departments, but does not provide an in-house doctor or nurse. In case of a medical, fire or police emergency please dial **999** and then contact the Porter's Lodge.

SMOKING POLICY

Smoking is strictly prohibited in the College unless in the two designated smoking areas; the terrace in Webb's Courtyard and the Chetwynd Courtyard.

LOST PROPERTY

Please hand any lost property in at the Porter's Lodge. King's College accepts no liability for damage to or loss of property.

GUEST POLICY

Due to the College's insurance policy guests under the age of 18 years old are not permitted in our accommodation.

PARKING

At certain times of the year we have a limited number of chargeable parking spaces a 5-10 minute walk from the College. Please contact the Conference & Dining office for information on parking availability.

Alternatively, the closest car park is the Grand Arcade which is a 5 minute walk through the historic market square but Park Street would also suit you as it is a short stroll along the fronts of some of the most famous Colleges - St John's and Trinity but to name a few. Please visit <https://www.cambridge.gov.uk/parking> for more information.

TAXIS

The nearest rank is in St Andrew's Street, just outside the entrance to the Grand Arcade. Taxis can be ordered from the Porter's Lodge or alternatively please contact Panther taxis on 01223 715715 or A1 taxis on 01223 313131.

CONTACT LIST

Please use the numbers listed below should you need to contact us during your stay:

| | |
|-----------------------------|---------------------------|
| Main Switchboard: | +44 (0)1223 331100 |
| Conference & Dining Office: | +44 (0)1223 331410 |
| Duty Porter: | +44 (0)1223 331656 |
| Housekeeping Office: | +44 (0)1223 331348 |
| Visitor Centre: | +44 (0)1223 769342 |
| Emergency Services: | 999 |

TRAVEL INFORMATION

***Accurate travel information at the time of print**

BY TRAIN

There is a fast and frequent rail service from London King's Cross & London Liverpool Street through to Cambridge. There are excellent connections from Scotland & the North via Peterborough, and regional services from Birmingham & the Midlands, East Anglia & the Northwest. For bus services from Cambridge railway station into the city centre look for the Citi 1, Citi 3 or Citi 7 services.

BY ROAD

From the South & from London, Cambridge is a short trip up the M11 motorway. From the north, the A1 and M1 link to the A14 dual carriageway straight to the city, and from the east and west, the A14 again brings you to Cambridge.

BY COACH

National Express operates coach services to Cambridge from major towns & cities throughout the U.K. There are frequent coach services from both Central London, and London Stansted Airport through to the city. The X5 cross county Stagecoach service links Oxford to Cambridge, via Bicester, Buckingham, Milton Keynes & Bedford.

BY BUS

Stagecoach operates a comprehensive service to the city from around the county. Please visit www.stagecoachbus.com for full details.

CAMBRIDGE PARK & RIDE: TAKING YOU INTO THE HEART OF THE CITY

Simply arrive at one of their five conveniently located sites on the outskirts of the City where you can park your car and then catch one of their brand new buses into the City. Each site is colour coded for ease and the buses take you right into the heart of the City. To find out more about Cambridge Park & Ride visit <http://www.cambridgeparkandride.info/>.

For car hire and airport taxi transfer services please visit -

<https://www.visitcambridge.org/visitor-information/how-to-get-here>

KING'S COLLEGE PRIVATE DINING

King's provides an unrivalled, versatile venue for a broad spectrum of events - residential conferences, corporate dinners, executive entertaining, receptions, award ceremonies, celebratory events and more, with an outstanding reputation for exceptional food and wine in an exquisite and historical setting.

At King's our core value "a passion for excellence" shines through everything we do. From your first enquiry to the day of the event, our attentive and friendly service will take all the stress of event organisation off your shoulders. We pride ourselves on a personal touch that has our clients returning year after year. Relax and know that you are in expert hands.

Follow us on social media and get involved in the conversation.



<http://www.kings.cam.ac.uk/conference-dining/index.html>

CLIENT TESTIMONIALS

"The conference and events team did a fantastic job and made sure that we had the most fantastic wedding that we could have ever imagined. Thanks so much to our Wedding Coordinator and to the rest of the team - it's their professionalism and commitment that made the event as memorable and fun as it was. It was a true pleasure (and a lot of fun) working with you!"

"The banquet was everything and so much more and to say that our group was impressed would be a total understatement. My favourite part of my whole week in Cambridge was standing by the door and seeing the faces of everyone as they walked in. It was so much fun! I heard from so many saying it was an experience they would not soon forget."

"A special word of thanks and commendation to our Event Manager on the evening. He was immensely kind, polite and friendly, and gave us exceptional attention which went beyond mere duty - making the evening a very special one for all the guests. Thank you!"

"I have been overwhelmed by the fantastic service provided by Kings College, our Conference & Events Sales Executive couldn't be more helpful or knowledgeable, it has been a joy to work with her on this event and future events we have booked with Kings. The service on the day was outstanding, our Event Manager was always available and everything was delivered on time."

"All was absolutely excellent. Was particularly grateful for our Event Manager's sensible and helpful handling of the fact that quite a few of the guests were unable to attend at short notice. Everything was very smoothly dealt with, the room looked divine and the client was really pleased."

PERSONAL & CORPORATE PHILANTHROPY AT KING'S

A PLACE OF LEARNING AND RESEARCH

"King's College is a setting of singular beauty to which, for more than five centuries, young people have come in hope and aspiration to sharpen their intelligence, broaden their horizons, and set out to shape the lives they mean to lead." *Professor John Dunn, FBA, Fellow of King's College*

King's has a reputation for being a place of innovative teaching and research, for the musical excellence of the Choir, for the achievement of its alumni – an impressive list including seven Nobel Laureates, alongside John Maynard Keynes, Alan Turing, Xu Zhimo, E.M.Forster, Rupert Brooke, Judith Weir, Zadie Smith, and so many more.

King's College is an educational charity, founded by the benefaction of King Henry VI in 1441 for "poor and needy Scholar Clerks engaged in study". The College's income and its investments are used carefully to ensure that we are able to support our students and Fellows, and maintain and renovate our buildings including the Chapel.

However, this does not always allow us to deal with new challenges and risks or to meet new opportunities. For those challenges and opportunities we have been reliant on the generosity of our alumni and friends as well as trusts and foundations and business. They have proved both generous and imaginative in supporting initiatives that improve the College and its community. That generosity has been appreciated and has changed the College in many ways, allowing us to keep the special atmosphere of King's while finding new ways to deliver our core purposes.

PHILANTHROPIC INVESTMENT & PARTNERSHIPS

Several of our Research Fellowships, Post-Doctoral and PhD students are supported by individuals and by corporate trusts, as was the recent restoration of the Harrison & Harrison Great Organ in the Chapel. The Concerts@King's and Easter@King's series could not happen without the sponsorship of local and national companies, and individual donations from patrons of the arts.

Gifts at all levels are important to us, and there are many named funding opportunities across the activity of the College.

EDUCATION AND RESEARCH:

- £1,000 or more will help towards student hardship or welfare
- £5,000 will sponsor an exhibition in the King's Archives
- £15,000 will support the Turing Annual Lecture, and £25,000 will support the Turing Visiting Professorship
- £75,000-£115,000 will support a named Graduate Studentship for three years
- £175,000 will support a named Research Fellowship for four years

MUSIC:

- £250 will sponsor a Chapel service webcast to over 50,000 followers
- £10,000 - £50,000 will fund a range of recordings on the King's College Record Label, from choral to orchestral
- £10,000-£50,000 will sponsor a Concert in the '@King's' series
- £550,000 will endow a named Choristership in perpetuity

NEW INITIATIVES:

- £400,000 would fund the Alan Turing art installation by Antony Gormley
- Chetwynd Court Redevelopment will include a number of new spaces that offer potential funding opportunities, including an auditorium/lecture theatre, seminar rooms, music rooms, and recording studio

RECOGNITION

There are several recognition levels available for donors to King's, and a number of naming opportunities to match your own personal or corporate interests. The Development Office will be pleased to discuss this with you.

START THE CONVERSATION

To find out more about our development programme please visit the Development Office in Room E2 in the Gibbs Building or the Keynes Building (Level 2, directly above the Conferencing Office), or get in touch using the details below,

Transformational Giving - Lorraine Headen - +44 (0)1223 331416 - lorraine.headen@kings.cam.ac.uk

Academic and Student Support - Adam Middleton - +44 (0)1223 331247 - adam.middleton@kings.cam.ac.uk

Corporate Partnerships - Felicity Brown - +44 (0)1223 767497 - felicity.brown@kings.cam.ac.uk

Legacies and Bequests - Amy Ingle - +44 (0)1223 331481 - amy.ingle@kings.cam.ac.uk

KING'S COLLEGE VISITOR CENTRE & CHAPEL

You will have complimentary access to the Chapel during your stay at King's. Please ensure you are wearing your ID badge or have your bedroom key otherwise you will have to pay the admission fee.

The Chapel is occasionally closed because of recordings, concerts and private ceremonies. The general opening times are as follows:

During your stay, do visit the King's College Visitor Centre, just opposite the College on King's Parade. This is the place to find a souvenir, gift or memento of your visit.

We stock:

- Clothing - T-shirts, Hoodies, adults and children's sizes in both King's College and University of Cambridge designs
- CDs - don't leave without one of our King's Label CDs featuring the world-famous Choir of King's College Chapel.
- Books - ranging from a souvenir guidebook to the special 500th anniversary history of the College and Chapel or one of the fun children's titles about Fitz and Will, the University cats.
- Unique King's gifts - silverware, glassware, leather embossed gifts, china, tea towels and umbrellas

We are open Monday to Saturday 9.30am to 5.30pm and Sunday 10am to 4.30pm.

VISITOR ATTRACTIONS

Cambridge Official Tours

If you are looking to experience the magnificent buildings of Cambridge University and hear insightful and fascinating facts, stories and myths during your visit, then Official Guided Tours is the only place to begin your journey. Visit <http://www.visitcambridge.org/official-tours> for more information.

Punting on the River Cam

This is a great way to explore the city throughout the seasons but arguably the summer offers the best opportunity to see the sights along the River Cam. Discover the colleges located on the beautiful Cambridge backs and learn more about their history.

Visit <http://www.visitcambridge.org/things-to-do/punting-bus-and-bike-tours/punting-tours> for more information.

Climb the tower at Great St Marys

Panoramic views of Cambridge await those who visit the tower at Great St Mary's. See King's College and the hustle and bustle of the marketplace from a new viewpoint. Advanced booking is advised in high season. Visit <http://www.visitcambridge.org/things-to-do/great-st-marys-church-p506681> for more information.

Market Square

The city centrepiece of Cambridge is the Market Square, take a stroll outdoors and enjoy the sights and sounds of the market stalls 7 days of the week. Visit <http://www.visitcambridge.org/shopping/cambridge-market-p528371> for more information.

Botanical Gardens

The Cambridge University Botanic Garden develops & displays over 8,000 different plant species in 40 acres of beautiful landscapes. Take time to explore & enjoy the winter garden, glasshouses & superb collection of mature trees. Visit <http://www.botanic.cam.ac.uk/Botanic/Home.aspx> for further information

Fitzwilliam Museum

The Museum houses vast collections of antiquities from ancient Egypt, Greece and Rome, as well as exhibits of English and European pottery and glass, furniture, clocks, Chinese jades, and ceramics from Japan and Korea. Visit <http://www.fitzmuseum.cam.ac.uk/> for more information.

Grantchester Village

Located a short distance from the centre of Cambridge, this historic and picturesque village features a magnificent medieval church and quaint thatched cottages. Grantchester has long been a popular destination on sunny days. It was made famous by Rupert Brooke's poem 'The Old Vicarage, Grantchester'. From Cambridge, you can reach the former home of Brooke by walking along the riverside through Grantchester Meadows.

Visit <https://www.visitcambridge.org/whats-on> for more information about what's on in Cambridge during your stay.