Free entry to the Botanic Garden

Existing employees of the Department of Genetics can borrow free passes to the University Botanic Garden. These can be used on any day of the week, subject to garden opening times.

To reserve the cards for a specific date, please enter the following details in the diary at reception.

* Your name and contact details (existing Department of Genetics employees only)
* Type of booking (staff group/personal)
* The number of passes you require.
	+ Maximum 12 for staff groups
	+ Maximum 4 for personal use with friends/family

Please collect the cards after 11am on the date you want to use them and return them before 11am the next working day. If using the cards on a Friday or at the weekend, please return them on the Monday.

Please note, Visitors will not be able to borrow cards directly but can be included as part of a larger staff group booking.

University of Cambridge students already get free access to the garden using their student cards. Therefore, please do not reserve cards for these students.

**IMPORTANT: Staff wanting to visit as a larger group of 10+ members are required to pre-book their trip at least 1 week in advance. Please visit the Botanic Garden website for further details** [**https://www.botanic.cam.ac.uk/visit-us/group-visits/**](https://www.botanic.cam.ac.uk/visit-us/group-visits/)

If for any reason the passes have not been returned by the previous user, please try and resolve this with them directly first. If you lose a card you may be asked to pay the relevant fee to replace it. Please inform **HRadm@gen.cam.ac.uk** as soon as possible and the card will be blocked from future use.

We ask everyone to be considerate when using the cards and hope you can all enjoy visiting the Botanic Garden throughout the year.

Kind regards,

Department of Genetics Wellbeing & EDI Committee