

## MY VISIT TO THE OLD TOWN HALL THEATRE



Welcome to The Old Town Hall Theatre.



You will enter the building through the double doors which can be opened using the disabled push panel. This can be found on the Iron Gate on the left hand side of the door. The doors will open outwards and they will not harm you.

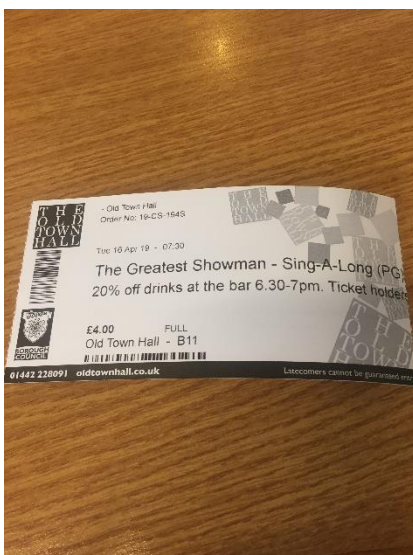




Don't worry if you need help with stairs – we have a special stair riser which makes it very easy for you to reach the next level. If you need help using it, you can ask a member of staff to help you.



The Box office window is on your right as you enter the building – there will be members of staff working there that you can speak to.



To go to the theatre you need to have a ticket. You can buy one from the Box Office or you might have one you have already bought. This is what your ticket might look like. It tells you all the information you need for the show.



The foyer can be very busy when there is a show on, but that's ok.



There are some toilets here which you can use. We have a Ladies and Gents in the foyer and we have another toilet upstairs. The toilets have lots of space and they are nice and bright. There will be paper towels to dry your hands as well as hand-dryers.



Around the corner there are some stairs which go up to the theatre and the gallery bar.



There is also a lift that will take you up to the theatre and gallery bar. It jolts when it first moves but that is normal, do not worry.



You can access the gallery bar through the double doors at the top of the stairs. The doors can be opened using the disabled push panel on the wall to the right hand side of the doors. The doors will open inwards.



If it's open, you can buy drinks at the bar. We sell hot drinks, soft drinks, alcohol and some snacks. If you want to buy anything, you need to pay by cash.



The gallery area has lots of seating and there are usually pictures on the walls. There may be music playing with lots of adults and children talking. It might be noisy. The gallery bar can get very busy, especially before a show and during the interval.



At the back of the gallery bar you will see our disabled toilet. Anyone can use this toilet cubicle and there is plenty of space inside.



This is the main theatre entrance. Before the show starts, a member of staff will ask you to take your seat. You might need to queue before you go into the theatre. A member of staff will check your ticket. If you are sat in rows A-G you will go in through the main doors.



This is where you go to access the back of the theatre. If you are sat in rows H –K, you will be directed up the stairs and through this door.



This is the theatre. We call the place where you sit an auditorium. It may be dark in here, but that is normal and there will be some lights left on.



When you get into the auditorium, you can find which seat you're in by looking at your ticket. Then you can match the letter and number to one of the seats and you'll know that's yours. If you need any assistance, a member of staff will be able to help.

When the show is about to start the lights will get darker. If you have a mobile phone you should make sure it's turned off. Everyone will be quiet and it is important to try and be quiet too so that you can hear everything. If it gets too loud for you then it is ok to cover your ears, wear headphones, or take a break and leave the auditorium.



Sometimes there will be a break in the show, called an interval, and you can leave your seat to go to the toilet or the bar. The lights will come up and people will talk. The toilets and the bar can be quite busy again.



In the event of an emergency, the staff are trained to help everyone leave the building safely and calmly. You will either go out of the entrance you came in, or you will be directed a different way to keep you safe.



At the end of the show the audience will clap and cheer to say well done. You can clap too if you like. Clapping sometimes seems loud and scary but this is a good thing. You can then leave the auditorium. It might be busy when you go out. If you need help, remember to ask one of the staff members.



Sometimes we have shows in another location. This is called the Cellar Club. If you are watching a performance here, please have a look at our Cellar Club guide.

We provide tours and access support for anyone who requires it so please get in touch below if you have any questions or to arrange a time to come and visit us!

The Old Town Hall Team

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