



Planning a School Visit to Venue 114

Once you have decided to visit us, there are a number of suggestions to make your visit trouble-free and memorable. Please read all of the following information.

Before Performance Date

Check

- Performance details on your reservation (name of the production, venue, date, and times).
- Refer to website for most up to date information.
- The number of tickets purchased matches the number of students and staff attending.
- Finish time of the performance (including interval) for pick-up by coaches or parents.

On Performance Date

Travel Light

- Please leave all large bags at school or secured on coaches.
- If this is not possible advise Box Office prior to the event so that an area can be designated to your group. On arrival please check bags into the designated holding areas – **please allow for time to do this by arriving at least 30 minutes prior to start of the show.**
- There are limited secure storage facilities for bags. Please note that while exercising every care, we cannot take responsibility for the security of baggage.

Parking and Arrival

- Coaches and buses are permitted to park in the loading bay at the front of the building for a **short amount of time only** to allow patrons to disembark and embark.
- Please arrive at the venue at least 30 minutes prior to start of the show.
- **To assist our Front of House staff, please assemble your group at the front of the venue whilst a representative from your group advises Box Office of arrival.**
- **Front of House staff will escort your group into the auditorium, please have your group ready and waiting in the courtyard 10 minutes prior to start of the show.**
- Arrange a meeting point where your group can assemble after the show.



DIVERSE SPACES FOR DIVERSE EVENTS



During a Performance

- It is critical to the safety of performers and the comfort of other patrons that no mobile phones (including SMS and MMS messaging), flash bulbs, or video cameras be used during the performance.
- For the respect of fellow patrons, students should not move in and out of allocated seats after 'house lights' go down unless absolutely necessary. Any evacuation procedures will be led by Front-of-House staff.
- Food and drink are generally not permitted in the auditorium as a workplace health and safety precaution. Bottled water is permitted.
- Please note that the performance will start at the designated show time and will not be postponed for any late arrivals.
- **To minimise interruptions to the performers and other patrons, we strongly encourage groups to arrive a minimum of 30 minutes before the show start time and to attend mid or late morning performances where possible.**

After Performance

- Remember to collect all belongings before leaving the venue.

