



Schools and Groups Information Pack

Booking Your Visit.

Admission is **FREE**.

Opening Hours:

Tuesday 3rd July, 10am – 4.30pm

Wednesday 4th July, 10am – 4.30pm

Thursday 5th July, 10am – 2pm

Friday 6th July, 10am – 2pm

Saturday 7th July, 10am – 4.30pm

We would anticipate an average visit lasting around 45 minutes.

To book, please email your request to **info@theatreintherough.com** with the following information:

- The school's name, address and telephone number
- The name of the teacher in charge of the group
- The date and time you wish to visit, with an alternative if possible
- The estimated number of students in the group
- The estimated number of adults (with a minimum of 1 adult per 15 students)
- The age range of students visiting

We confirm all bookings by email. If you have not received a confirmation email within 2 weeks of your visit, please contact us.

All group visits must be booked in advance, and we reserve the right to refuse entry to groups who arrive without a booking.

Visit Practicalities.

Parking.

Parking is available on the grounds or on the roads around the venue for **minibuses**. We cannot guarantee parking for larger coaches.

Access.

Entry to the venue is via Waterloo Road, and there is wheelchair access. The venue is all on one floor.

Arrival.

When you arrive at the venue, please sign in with a steward at the entrance.

Toilets.

There are toilets available in the venue.

Storage.

There are no storage facilities at the venue for bags or coats.

Food.

No food or hot drinks may be brought into or consumed in the venue.

Photography.

Photography and filming are allowed, but no flash.

Smoking.

No smoking is permitted in the venue.

Health and Safety.

Supervision and Behaviour.

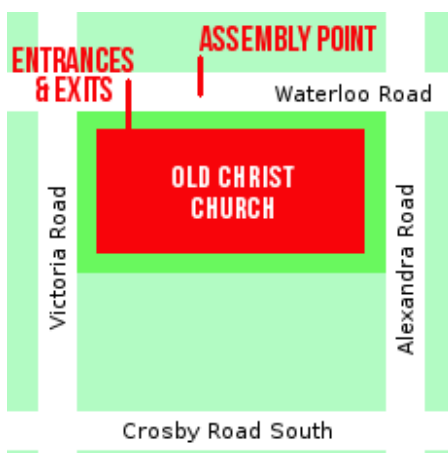
- The exhibition is in a public building and adult group leaders must remain with students at all times to supervise their behaviour, ensure their health and safety, and accompany them in the event of an evacuation.
- In line with DfES guidelines, we reserve the right to refuse entry to groups without an adult-to-student ratio of at least 1:15.
- Any behaviour which adversely affects the safety or enjoyment of other patrons or staff may result in the group being asked to leave.

Insurance Cover.

- The operator of the event (The Theatre in the Rough Festival) has in place Public Liability Insurance through Lloyd & Whyte Ltd.

Fire and Evacuation.

- Lead your group out of the venue as quickly as possible to the Assembly Point.
- Exits are through the Waterloo Road end of the venue, and will be clearly marked.
- The Assembly Point is adjacent to the venue on Waterloo Road.



Supported by the National Lottery through the Heritage Lottery Fund, and by Arts Council England Grants for the Arts.

The Theatre in the Rough Festival is a Registered Charity, No. 1133246.