

## Groups and Schools Risk Guidance and Assessment

(As of July 2015)

Venue	Lendlease Darling Quarter Theatre (LLDQT)
Address	Terrace 3 & 4
	1-25 Harbour Street
	Sydney, NSW, 2000
Telephone	(02) 8624 9340 (Box Office)
	(02) 8624 9341 (Administration)
Fax	(02) 8209 4977
Email	admin@monkeybaa.com.au
Insurance	Public Liability cover up to \$20,000,000.00

### GENERAL INFORMATION

We make every effort to provide a safe and comfortable theatre environment for students, teachers and carers. We strongly encourage adults-in-charge to make us aware in advance of any issues that could impact upon student welfare while at the theatre. LLDQT and Monkey Baa Theatre Company do not accept responsibility for young people in your care unless otherwise stated.

### EVACUATION and EMERGENCY PROCEDURES

An evacuation plan is in place and our staff are trained accordingly. Evacuations, if required, are coordinated by the FOH Manager and Venue Supervisors on duty in liaison with the Darling Quarter security team.

LLDQT has a fully compliant fire detection and suppression system, which includes an Emergency Warning and Intercommunication System.

There are multiple emergency exits in the venue that are clearly illuminated. The assembly point is the grassed area in front of the North Commonwealth Bank Tower.

In the unlikely event of an emergency please follow guidance from staff wardens in red caps or emergency personnel.

### KNOWN HAZARDS AND CONTROLS

Potential hazard	Action or Control in place
Steps to entry	There are 3 steps leading up to the entrance of the theatre. Ramp / level access is available to the left of the theatre doors.
Entry doors	The entry doors are non-automated polished glass.
Inclement Weather	The interior of the venue is fully protected from the elements, there is limited protection outside the doors. The foyer has limited space so suitable footwear and clothing is strongly recommended.
Local birdlife	Seagulls and ibis are common outside the venue and have been known to swoop for food, please be aware when arriving at the venue or planning snacks and mealtimes
Low level lighting	The venue and auditorium operates with low level theatre lighting at certain times. All emergency signs are well illuminated. Patrons are asked to be careful when entering or vacating the premises.

### HOW TO GET HERE



**We are located underneath the Commonwealth Bank Building between McDonalds and Guylian opposite the children's playground**

**BY BUS** For buses travelling through the CBD along Elizabeth, Castlereagh, George or York streets, alight the bus at Market, Park, Druiitt, Bathurst or Liverpool streets. Bathurst Street is the most direct route to Darling Quarter.

**BY TRAIN** Take the train to Town Hall Station and exit south into Bathurst Street. A short downhill walk on Bathurst Street will take you directly to the Darling Quarter and over the footbridge or across Harbour Street.

**BY CAR** There are a number of secure, conveniently located parking stations throughout Darling Quarter/Harbour.

**BY COACH/ MINI BUS** A taxi drop-off point is located on Harbour Street, outside the Commonwealth Bank Building, however there is no suitable bus parking nearby. There is a bus drop off point from Harbour St at the IMAX.

**Please note that the Darling Quarter is a bustling area and students must remain supervised at all times.**

## **RECOMMENDED ARRIVAL TIME**

It is recommended that you aim to arrive 30 minutes prior to the performance/event start time. We will aim to have the interior auditorium doors open 20 minutes prior to the start time so we can seat large groups with plenty of time. Please check in with staff upon your arrival at the venue. You will be asked to sign an attendance record and confirm your numbers.

**Please call (02) 8624 9340 if you are running late.** Please note that every show has different latecomer policies and in some instances you may not be permitted to enter if you arrive later than the advertised performance time.

## **ADDITIONAL SERVICES and FACILITIES**

### **Toilets**

Patron and Public (male, female and accessible) toilets are available off the foyer of LLDQT to the right of the box office. All toilets have baby change facilities.

### **Fire Protection Facilities**

Fire extinguishers and hoses are located throughout the venue and their positions are clearly labelled. All areas in LLDQT are covered by sprinkler systems, which are activated by heat. This system, when activated, automatically transmits a fire alarm to the Fire Brigade, and gives out a dispersed spray of water to control the fire.

### **Medical Emergencies and First Aid**

If a person is seriously injured or ill, call an ambulance immediately on **000** and be ready to provide the following details:

**your name      your location      type of emergency      number of people involved      any medical details**

Staff and Security Officers will respond to calls for emergency first aid and assist emergency services such as ambulances to the scene.

Nominated First Aid Officers are located in LLDQT. Should you require First Aid request assistance from a member of Front of House staff. Darling Quarter Security Officers are also in radio contact and are able to respond and summon help quickly.

First Aid boxes are located in the Box Office and the Backstage areas.

A defibrillator is available from the Darling Quarter security.

### **Hospital**

The nearest public hospital to LLDQT is St Vincent's Hospital on Victoria Street Darlinghurst.

### **Security**

Areas of the Darling Quarter precinct are covered by CCTV including the Theatre. Tumbalong Park located outside the venue can get extremely busy, especially during school holidays and weekends, this area is patrolled by security and rangers who are available to help in emergency circumstances.

### **Access and Special Requirements**

For all access requirements please complete the designated section on the booking form or contact the box office directly.

The venue has level access from the Darling Quarter via a ramp and internally there is level access to A row and D row in the auditorium.

There are removable wheelchair bays available that must be pre-booked in row A.

Assisted listening devices are available at LLDQT. Please book early and let our box office staff know of your requirements so we can assist on the day of the performance.

Relaxed performances are programmed for most productions.

LLDQT is guide and assistance dog friendly, please discuss with box office at time of booking.

Monkey Baa Theatre Company recognises the NSW Companion Card scheme for all productions.

### **Food and Beverage**

There are many eateries in the Darling Quarter and the park makes a lovely place for lunches or snacks but beware of the birds. Space within the venue is limited and consumption of morning / afternoon tea or lunch is by pre-arrangement only and at the discretion of the Front of House Manager on the day, this is allocated on a first come / first served basis. **The consumption of food or drink is not permitted within the theatre auditorium.**

### **Cloaking**

There are no cloaking facilities at the venue. Students should be encouraged to bring only lunch and small bags. Ensure hats and other small items are stored in bags. Bags and belongings must be taken into the theatre and stored under their allocated seats. The venue takes all care but no responsibility for personal items brought to the theatre and we encourage all groups to leave any valuables at home.

### **Lost Property**

For all lost property enquiries, please contact Box office on (02) 8624 9340

## **OTHER INFORMATION**

### **Workshop Participation (detailed information will be distributed for each workshop)**

Students may attend a workshop at LLDQT. Workshops may involve students leaving their seats in the theatre and moving around the theatre space. Students and teachers should at all times mind their step and follow the directions of Workshop Facilitators. Students and teachers are advised to be aware of theatre lights (which can be hot), theatre equipment, stage properties and set features when on the stage at LLDQT. All attendees are required to sign in and out of attendance.

### **Backstage Access and Tours**

Students may be permitted to tour the backstage area of LLDQT. The backstage area of a working theatre should always be regarded as a place of work by visiting students. Students need to be aware of potential trip hazards, which may be present in a working theatre. Students may be in proximity to technical equipment, stage properties and other related workplace materials. Students must not touch any such equipment and properties whilst on a backstage tour at LLDQT.

## **FURTHER INFORMATION**

For Further Information relating to your visit please contact the Venue Administrator [admin@monkeybaa.com.au](mailto:admin@monkeybaa.com.au)