

## Schools Guidance Notes

### Please read before your visit to the Alhambra Theatre

We hope your school/college has a rewarding and enjoyable visit to the Alhambra Theatre. We do advise you take the time to read the information below, and that you share relevant information with your students in advance of their visit.

#### **Performance running times:**

We may not know the running time at point of booking but we can inform you in advance of your visit about the approximate running times of a performance. Please see our website for details or contact our Box Office to request this information.

#### **Arriving at the Alhambra:**

In order for students to be safely dropped-off at the venue, please inform your coach operator to drop off on Morley Street. This is a drop off/pick up site only. It is the responsibility of the coach company to find somewhere to park for the duration of the performance.

Please try and ensure that you arrive at the venue in good time, on most occasions you can take your seats in the auditorium 30 minutes before the show start time. This will greatly assist our Front of House staff who can then make sure you are seated in plenty of time and ready for the performance.

#### **Taking your seats:**

We also ask that you do not hand out tickets to your students in advance. It is much quicker if you allow the Front of House team to assist you with seating them based on a seating plan. If you have any students with specific seating needs please let a staff member know and we will assist you with this.

#### **Conduct and behaviour:**

We ask that everyone who visits the venue behaves responsibly, with courtesy due care and consideration to others.

**We strongly advise that you discuss conduct with students in advance of your visit**, particularly if you are bringing a group who may not be familiar with theatre etiquette. This prevents venue staff having to talk to students during the performance, which can be disruptive and draw attention to the students.

- During performances **all mobile phones or hand-held devices MUST be completely switched off**. Making and answering calls, or using any other mobile applications is not permitted inside the auditorium.
- Taking photographs or filming during performances is strictly prohibited.
- Keep the eating of sweets and other confectionary to the absolute minimum.
- Please note customers are not permitted to bring their own food & drink inside the auditorium or venue.
- We also request that all students refrain from talking during the performance.
- Please only exit the auditorium during a performance if absolutely necessary or if instructed to do so by staff, for example during a fire alarm activation. Please note re-admittance may not be allowed immediately.

In order for everyone to enjoy the performance, we simply ask for everyone to be respectful and mindful of other people around them. Your co-operation will greatly assist us in this matter.

Cont'd over

## Health and Safety/Risk Assessment information:

- The theatre follows all Health and Safety procedures and guidance given by the Bradford Metropolitan Council.
- The health, safety and wellbeing of school groups and other members of the audience is also reliant on good behaviour by the students and full supervision at all times. Your co-operation with this is greatly appreciated.
- If you need detailed information in order to conduct a risk assessment in advance of your trip please visit [www.bradford-theatres.co.uk/risk-assessment-information-for-schools](http://www.bradford-theatres.co.uk/risk-assessment-information-for-schools) or email [tommy.savage@bradford.gov.uk](mailto:tommy.savage@bradford.gov.uk)

## Access Information:

Below are brief details of some of Bradford Theatres current facilities and services. Should you require any further information then please contact us direct.

- Level access to the stalls seating area is available from Great Horton Road. The door is automatically activated via a push button on the left of the doors
- Wheelchair accessible toilets and the Pit Bar are accessible via this route
- Access to seating in all other areas of the venue involves stairs in the foyers and inside the auditorium. Please also note that the balcony seating is high and steeply raked
- We advise you discuss any specific access requirements with our trained Box Office team at the point of booking.

## Wheelchair Accommodation:

We can accommodate up to 6 wheelchairs per performance in our designated wheelchair access area. These positions need booking in advance. Please discuss any specific needs with our Box Office at the time of booking.

## Finally

If you wish to raise any questions or concerns, then please do not hesitate to speak to the House Manager or a member of our Front of House Team who will be more than happy to assist you.

Don't forget to fill in the enclosed Ice Cream form

Enjoy the show!

## Ice Cream booking form

Please return this completed form to: The House Manager, The Alhambra Theatre, Morley St, Bradford, BD7 1AJ

**Name of school or college:**

**Organisers Name:**

**Contact Number:**

**Title, Date & time of the show you are attending:**

**Where are you seated?** (Please circle the area and add row and seat numbers)

Stalls

Dress Circle

Upper Circle

(Please Note: Unless otherwise instructed your ices will be brought to your seats during the interval)

### What Would You Like To Order?

Yorvale Tubs @ £4.50 =

Rowntree's Fruit Pastille Lollies @ £3.50 =

Oreo Cookie Sticks @ £5.00 =

Total Cost = £

You may pay for your order at the theatre on the day of the performance, or alternatively you may pay in advance. (Cheques made payable to Bradford Council). A written receipt will be issued as proof of purchase.

**Please bring your confirmed order form with you. THANK YOU!**

If you are interested in ordering programmes and/or merchandise please call the House Manager on 01274 432164 to arrange (Show Specific)

OFFICE USE ONLY: This order has been confirmed. House Manager's signature and date:

RECEIPT NUMBER IF PAYMENT RECEIVED: