# Palace Theatre VENUE GUIDE

## I am going to see a performance at The Palace Theatre

Have a question?

For more information: palacetheatre.ca

Email: info@palacetheatreartscommons.ca

Call: 519-432-1029 (leave a voicemail if no one picks up)

Location: 710 Dundas Street, London, Ontario



#### Palace Theatre Venue Guide

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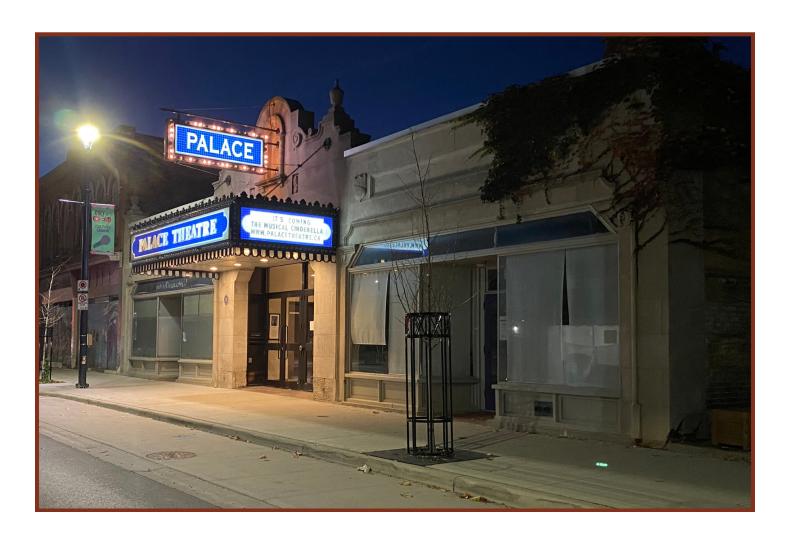
#### Venue Guide

I am reading the Venue Guide. The information in the Venue Guide is helpful, but some of the pictures are old. I will notice that some people in photos aren't following current COVID-19 measures, such as wearing masks on public transit.



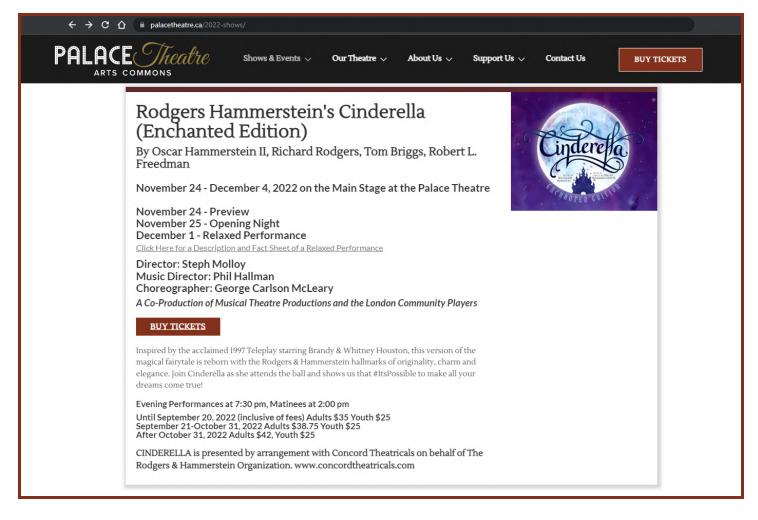
#### Safety Measures

While masks are no longer required, for the safety of everyone attending the performance, I am strongly encouraged to wear a mask. If I feel sick on the day of the performance, I will stay home instead.



#### The Palace Theatre

The performance is at The Palace Theatre. It is located at 710 Dundas Street in London, Ontario.



#### **Buying Tickets**

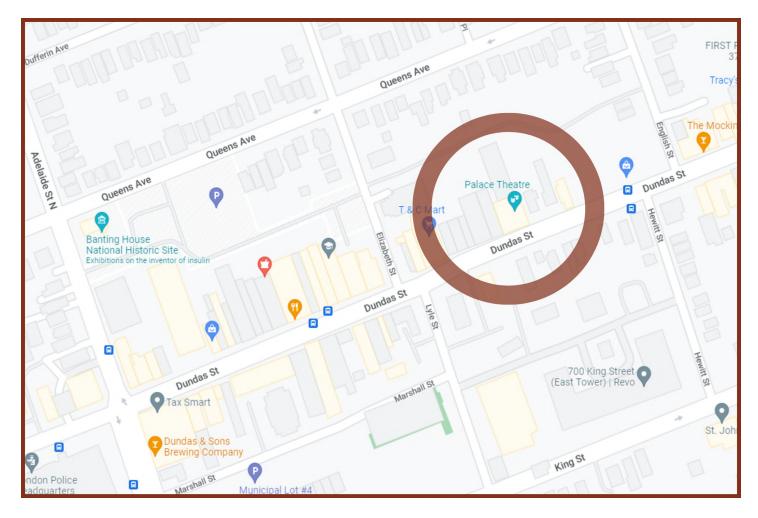
Tickets are usually needed. I can buy them in advance or when I arrive. I can choose to buy them by:

- Going to their website at <u>palacetheatre.ca</u> and click "Buy Tickets"
- Emailing the box office at <a href="mailto:boxoffice@palacetheatre.ca">boxoffice@palacetheatre.ca</a>
- Calling the box office at 519-432-1029 (Leave a voicemail if no one picks up)



#### Printing or Using Digital Tickets

If I buy my tickets in advance, I can print my tickets from the email. Or I can have them on my phone.



#### **Getting There**

I can take the bus, take a taxi or other private transportation, or take a personal vehicle to the performance.



#### **Bus: LTC - London Transit**

If I take the bus, there may be people I do not know at the stop and on the bus. These people won't all be going to the performance, but some might be.

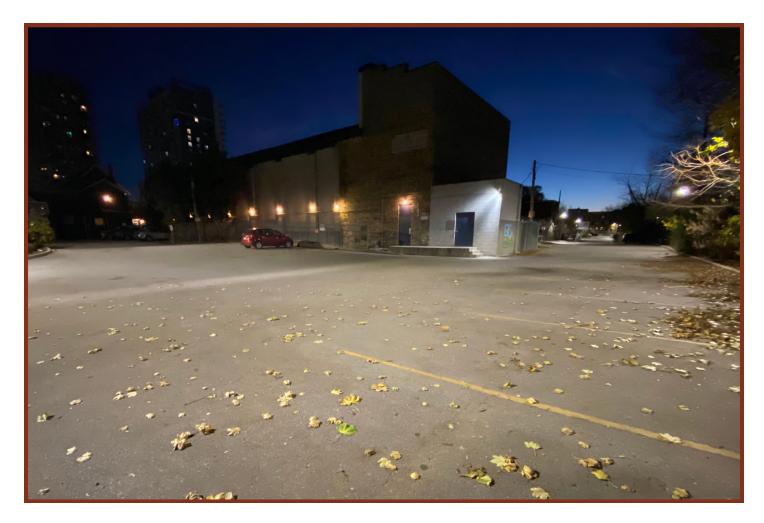
Routes #2 and #20 go past the Palace Theatre.

I can put my address into <u>londontransit.ca</u> to show me the best routes to get to the theatre.



#### **Private Transportation**

If I take private transportation like a taxi or a van or bus we booked, they can drop us off in front of the Palace Theatre.



#### Personal Vehicle & Parking

If I come in my own vehicle, I can park on the street or in the parking lot behind the Palace Theatre.

The parking lot can be accessed from either Elizabeth Street or English Street.

Parking is metered, which means we have to pay.

Payment with cash, VISA or the HONK app (Zone ID 2170) is required. On Sundays, parking is free.

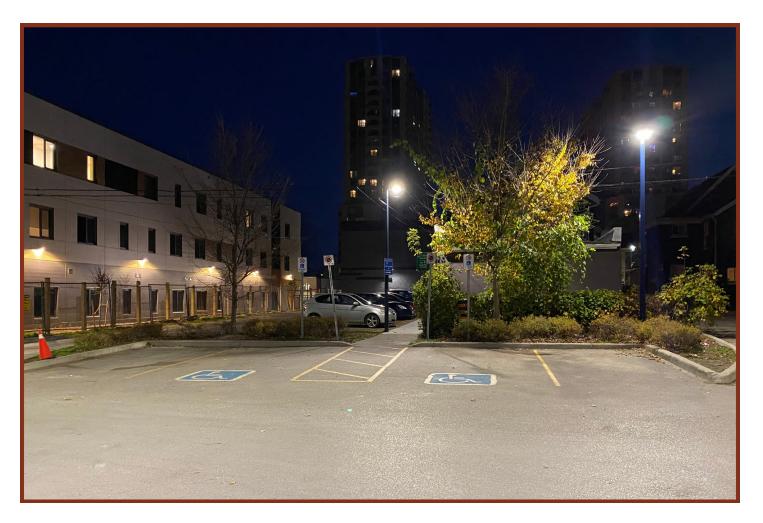


#### **Two-Hour Complimentary Parking**

The City is offering two-hour complimentary municipal parking in London's core. I can use the HonkMobile app, and enter the code CORE under "Add Promo" at checkout.

Or I can call London Parking Services at 519-661-4537, and provide my license plate number and Zone ID 2170.

More info: <a href="london.ca/parking-lot-information">london.ca/parking-lot-information</a>



#### Parking Behind The Theatre

If I park behind the Theatre, I will have to follow the walking path and signs to enter the Theatre from the Dundas Street entrance.



#### Main Entrance

When I open the doors and walk in, I will be greeted by Ushers. If I have my ticket, the usher is a friendly helper who will scan my ticket. There might be a beep from the machine when they scan my ticket.



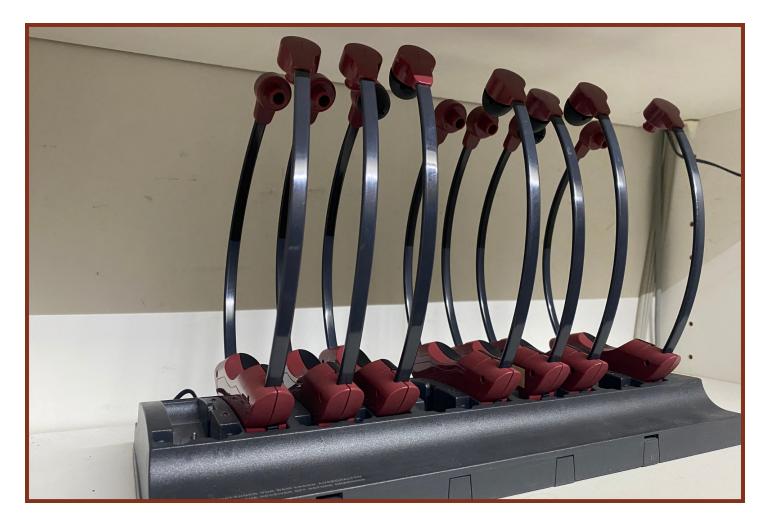
#### **Box Office**

If I don't already have my ticket, I can go to the Box Office to get it. I will give the person working at the Box Office my name, and they will have my paper ticket ready for me.



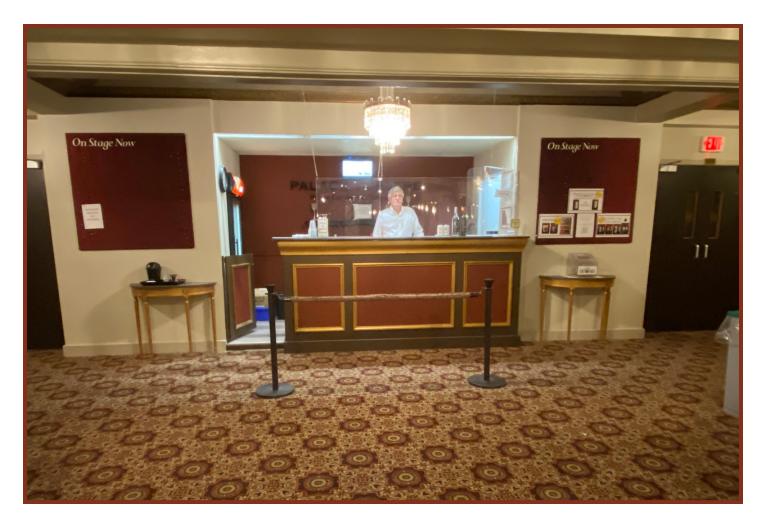
#### The Lobby

Before the performance, everyone waits in the lobby until the auditorium is open. I will know that the auditorium is open when the doors beside the Concessions are open and an Usher is waiting at the door. The lobby may be busy, but I can walk to a quieter place if I need to.



#### **Assisted-Hearing Devices**

If I am hard of hearing, I can get a device that I can wear to help me hear the performance. I can ask someone behind the counter at Concessions to provide the device to me.



#### **Water & Concessions**

If I am thirsty, there is a bottle filling station. I can bring my own water bottle or ask for a cup from someone behind the counter at Concessions.



#### Washrooms

There are women's washrooms and an accessible washroom on the first floor. I can take the stairs to go to the men's washroom or there is another women's washroom. To get to the men's washroom, I have to take the stairs on the right. To get to the other women's washroom, I have to take the stairs on the left.



#### Inside the Women's Washrooms

The downstairs women's washrooms are bright.



#### Inside the Accessible Washroom

I will turn on the lightswitch when coming into the accessible washroom. There is a lot of room inside the accessible washroom.



#### Inside the Men's Washroom

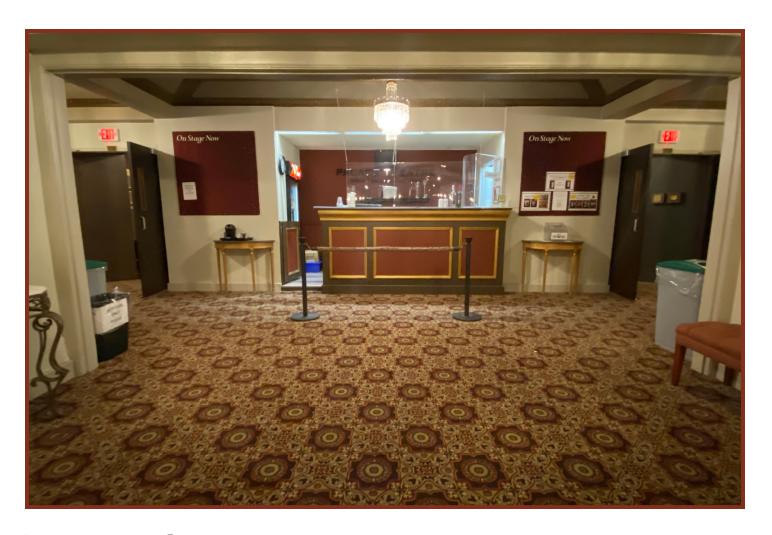
When I go up the 16 stairs, I will go into the men's washroom.



## Inside the Upstairs Women's Washrooms

When I go up the 16 stairs to the upstairs women's washroom, I will turn the corner and take two steps up into the women's washroom.

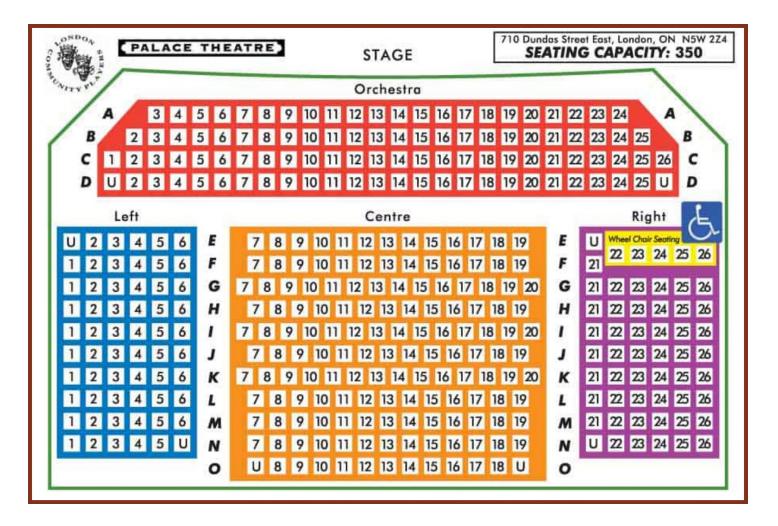
I will not go into the booth "TECH BOOTH NO ADMITTANCE" since that room is only for Palace Theatre staff.



#### Doors Open

When the door to the auditorium open, I may go sit in my seat or continue to wait in the lobby.

I can use the washrooms before the performance so I don't miss any of it.



#### **Assigned Seats**

Some performances have assigned seats, which means my seat is just for me.

On my ticket, there will be a letter for the row I am sitting in and a number for my seat.

If I need help, an usher can help me to read my ticket and find my seat.



#### General Admission

Some performances have general admission, which means I can pick my seat.



#### Who Do I Sit With?

I will sit next to my family or caregiver, but I may also sit next to someone I do not know. They are also here to see the performance.



#### **Front Row**

I can walk toward the stage, but I cannot touch the stage or go under or onto the stage.



#### Performance Begins

When it is time for the performance to begin, the lights will dim and go out. Sometimes there is a speech before the performance begins and I can listen.

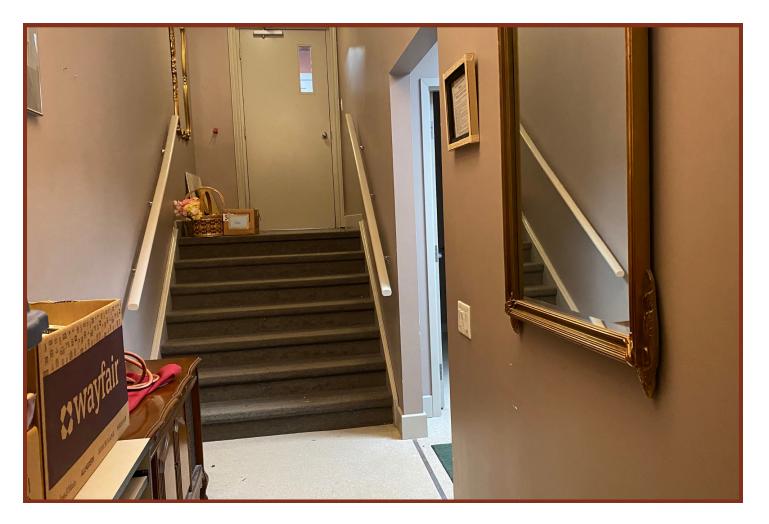
If I need to use the washroom during the performance, my family or caregiver can take me at any time. Our seats will be saved for us when we come back.



#### **During the Performance**

During the performance, I can sit in my seat and watch. I can also dance in my seat, or stand. If I stand, I need to make sure the people behind me can still see.

Other people will clap when they like the performance, and you can clap with them. If it is too loud, I can cover my ears or put on my sounddampening headphones.



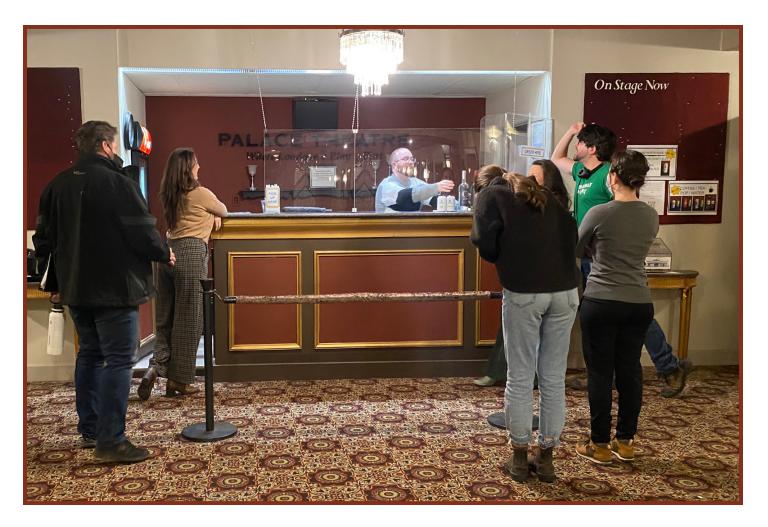
#### Where is the Quiet Room?

If I need to use the quiet room, I can ask an usher to show me where it is. The quiet room is close to the lobby and there are 7 stairs down to get there, or there is a longer way without stairs. There is a washroom inside for those using the quiet room.



#### Inside the Quiet Room

I can turn off some of the lights inside the quiet room but I need to leave enough on so someone can see me. I can relax there until I am ready to go back to the performance.



#### Intermission

Some performances have a 15-20 minute intermission, which means there is a break during the performance. During the intermission, I can leave my seat to use the washrooms, get some water, or stretch my body. If there is an intermission it will be announced in the program.



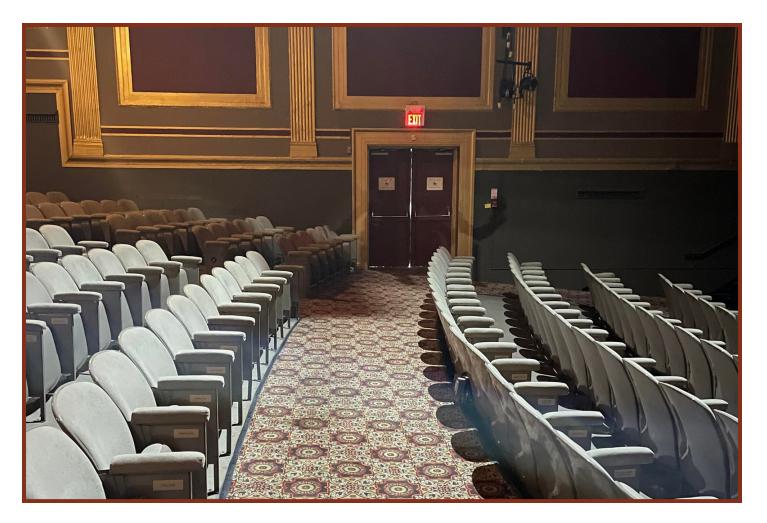
#### **End of Intermission**

At the end of intermission, if I left my seat, I will go back and continue to watch the performance. I will know it's the end of intermission since the lights in the lobby will flicker and a bell sound will play.



#### **Bows**

Sometimes performers will bow and this tells me it is close to the end of the performance. I can clap during the bows to show them how much I enjoyed their performance.



#### Leaving

After the performance, the lights get brighter and it is time to leave. I will leave the auditorium with my family or cargiver. I can use the washroom before I leave if I need to. Everyone is leaving at the same time, and I may have to wait for those ahead of me to exit.

If we parked in the parking lot, we can leave through the side doors.



#### See you soon!

We look forward to welcoming you!

#### **Credits**

This Venue Guide was written by Lisa Cardinal with consultation from relaxed performance consultant Rachel Marks. The photos were taken by Lisa Cardinal and Laura Hounsell unless otherwise credited.

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