

This document has been put together to aid teachers with planning their excursion to a performance at a Marriner Group venue. If there is any further information that you require, please contact Louis at schools@marrinergroup.com.au. Additional documents can be found on our website's schools section. We look forward to hosting your school group.

Sample daily run sheet

11.00 am: Students to meet at front of school
11.10 am: Take attendance and conduct briefing
11.15 am: Students to board bus
12.00 pm: Bus arrives and parks at designated location
12.05 pm: Walk as a group to Parliament Gardens to eat lunch
12.20 pm: Arrive at Parliament Gardens, students to eat their lunch
12.40 pm: Walk to the Comedy Theatre
12.55 pm: Arrive at Comedy Theatre and collect tickets
1.00 pm: Doors open to the theatre, enter

Sample brief for the theatre

We recommend including the following points when briefing your students prior to their excursion:

- Drinks and snacks are available for purchase at the venue. As a guide \$12 will get a drink and a snack
- The shows usually run for 2 hours or more, most with lockout periods. There is often a 20 minute interval
- Merchandise is available to be purchased at every show. As a guide, most merchandise is around \$25+
- There are strictly no photos to be taken of the performance
- Please be mindful of other patrons experiences, so please keep noise levels to a minimum and don't use your phone during the show
- If you are eating your lunch in the theatre, please make sure that you pick up the rubbish. No hot food is permitted inside the auditorium
- Please note there can be quite a queue for the the toilets, especially at interval

First Aid

Regent Theatre

First aid kits and defibrillator can be found in the Front of House (FOH) office, located next to the cloakroom in the main foyer.

Princess Theatre

First aid kits and defibrillator can be found in the FOH office, located next to Door 1.

Comedy Theatre

First aid kits and defibrillator can be found in the FOH office, located next to the cloakroom in the main foyer.

Public Facilities

Regent Theatre

Toilets are located on the ground floor of the Regent Theatre, down the stairs on the left, just before the Merchandise stand. There are additional toilets located upstairs in the Dress Circle. There is a disabled toilet located in the main foyer, on the right past the cloakroom.

Princess Theatre

There are toilets located on all three levels of the Princess Theatre. Disabled toilets are located on the ground floor.

Comedy Theatre

There are toilets located on both the ground level and Dress Circle. Ladies toilets are on the right of the main foyer, Mens are on the left hand-side past the bar and to the right of the Box Office. There is an accessible toilet located through the glass doors and to the right on the ground level.

Wheelchair Access

In all of our theatres, only the Stalls section of the theatre is wheelchair accessible. The Regent Theatre has a lift that can facilitate access up the stairs of the theatre entrance. Please inform our Box Office staff of any students who may need wheelchair accessible seating.

Medical Emergency

The closest hospital to our theatres is St. Vincent's Hospital at 41 Victoria Parade.

From the *Regent Theatre*, St. Vincent's Hospital is 1.5km away and approximately 7 minutes via car, 20 minutes on foot and 10 minutes via public transport. The closest Medical Centre is Collins Place Medical center located at 3/71 Collins St (9650 4218).

From the *Princess Theatre*, St. Vincent's Hospital is 400m away and approximately a 7 minute walk or less than 5 minutes via car. The closest Medical Centre is Melbourne City Medical Center, located at 68 Lonsdale St (9639 9600).

From the *Comedy Theatre*, St. Vincent's Hospital is 600m away and approximately a 10 minute walk or less than 5 minutes via car. The closest Medical centre is Melbourne City Medical Center, located at 68 Lonsdale St (9639 9600).

In the case of an emergency

The Front of House Manager on duty is on-site before, during and after each performance.

Each of our theatres has a fully compliant Fire Detection and Protection System, and an Emergency Warning and Intercommunication System.

These systems are managed by the on-site Fire Warden and monitored 24/7 by a fire monitoring system.

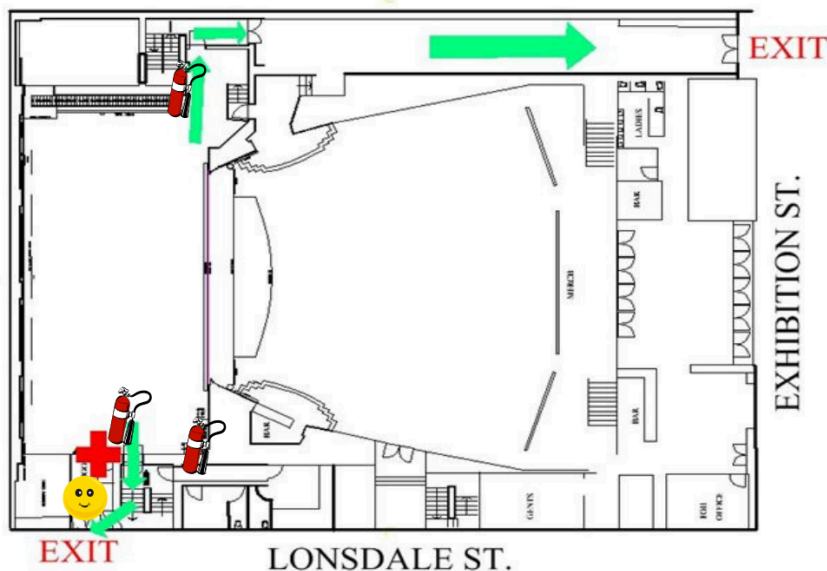
SEE NEXT PAGE FOR EVACUATION PLANS.

Continue past the evacuation plans for some suggestions on what to do in the city with a group of students.

COMEDY THEATRE Emergency Evacuation Plan

Listen: Listen to Announcements to Standby for Evacuation.
Gather with your Area Warden and wait for further instruction

Follow: Follow Warden's instruction and Evacuate to Assembly Point



EMERGENCY PROCEDURES

**DANGEROUS GOODS,
FIRE, SPILLS, LEAKS**

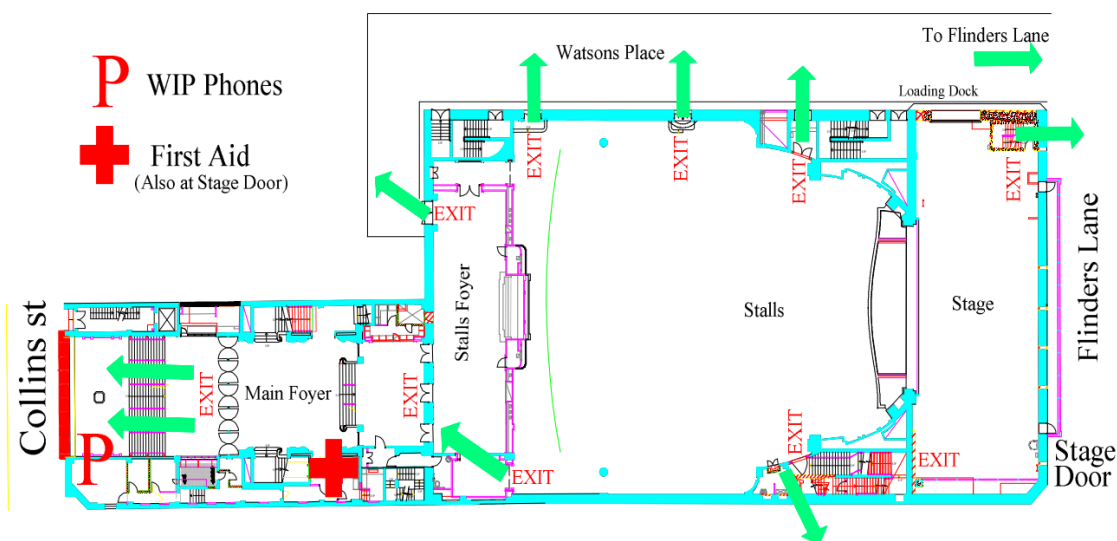
- 1** Assist persons in immediate danger – ONLY IF SAFE TO DO SO
- 2** Restrict the danger area/s
- 3** RAISE THE ALARM – Notify the office and ensure that emergency services have been contacted... CALL MAIN GATE SECURITY ON EXT.
- 4** Attend to the emergency – ONLY IF SAFE TO DO SO
- 5** Evacuate to the nominated assembly area remaining clear of the danger area.
- 6** Remain at assembly area and ensure everybody is accounted for

+ First Aid
(Also at Stage Door)

Emergency Evacuation Assembly Points

Primary Point: - Punch Lane, rear of Comedy Theatre
Secondary Point: - Area behind Her Majesty's Theatre
Report all incidents to Stage Door – Ext. 4900

Regent Theatre Stalls and Main Foyer Emergency Evacuation Plan



**REPORT ALL INCIDENTS TO VENUE STAFF
IN CASE OF FIRE - DO NOT USE LIFTS**

Things to do in the CBD

Why not make the most of your group's excursion to the city? We've included a few suggestions of additional activities suitable for school groups below. All activities are complimentary.

ACMI

The Australian Centre for Moving Images is situated in Federation Square and is Australia's national museum of film, video games, digital culture and art. Immerse yourself in motion pictures.

Address: Federation Square, Flinders St, Melbourne

Open: Daily from 10.00 am to 5.00 pm

Website: www.acmi.net.au



State Library of Victoria

While it may seem a little odd to take a group of eager school kids to a library, the pure magnitude of this building is sure to make your students jaws drop.

Address: 328 Swanston St, Melbourne

Open: 10.00 am to 9.00 pm daily

Website: www.slv.vic.gov.au



Federation Square

Federation Square was recently named the 6th Best Public Square of the World which makes it a must see destination. Throughout the year, on any given week, the site hosts a number of activities which are perfect for students.

Address: Swanston St & Flinders St, Melbourne

Website: www.federationsquare.com.au



CBD Graffiti tour

Melbourne is renowned for its diverse and ever changing graffiti. Take your students on a tour of Melbourne's iconic laneways like Degraves St and Hosier Lane to see some of the amazing new artworks. Here's a handy link to help with your planning:

<https://bit.ly/2TLUqCg>

