

## **Guide Notes for getting to and around the Howard**

### **Assembly Room**

#### **How to find the Howard Assembly Room**

The address is 32 New Briggate, Leeds, LS1 6NU.

what3words: [///tops.staple.active](https://www.what3words.com/#!/en-gb/@@@tops.staple.active)

If you are coming north up New Briggate from the Headrow on the right-hand side, cross the first road on your right (Harrison Street). Then the entrance is on your right on the corner. If you are coming down New Briggate towards the Headrow on the left-hand side, after Leeds Grand Theatre, you will find the entrance on your left just before Harrison Street. Level access allows you to enter the venue through the new foyer on New Briggate. Our welcoming Box Office team are based in the foyer and will be happy to assist you if you need any help.

## **Getting around the Howard Assembly Room**

### **Ground Floor**

To enter the venue, there is a revolving door and a pull door to the right of it, which you can pull towards you using the handle.

If the Box Office is closed, neither door will open. Straight ahead of you is the Box Office counter with a lowered counter on the right. Our friendly Box Office staff can book you tickets, print them out, and give you any information you need regarding Opera North and Howard Assembly Room performances.

Once you reach the Box Office, carry on round to your left to a small lobby with some chairs. There is also a water cooler straight ahead, set within the wall. On the right, there is a small flight of eight steps with rails either side, which curves slightly up to the right. To the right of the steps is a small open lift, which is big enough for one manual or electric wheelchair. You call the lift by pressing the button on the wall to the right. Then enter it by pulling open the door and closing it behind you. On

a panel on your right at waist height, there are two large square buttons with 0 and 1, also written in braille. Further right along the panel is the alarm button. Press and hold the 1 to go up to the atrium level. Keep pressing the button or the lift will stop. At the top, you will hear a ding, and then you can push open the door opposite to the one you entered, to exit the lift.

Carry on straight ahead and through a door, which may be already open on a performance night, and you are in the main atrium. This is a large, tall, bright, open space, with a skylight at the top. There is a platform lift to get into the atrium and a front of house lift which goes to all floors including the toilet and cloakroom area (level 1), the Howard Assembly Room itself (level 2), and the gallery (level 3) for top floor seating. All lifts are big enough for a manual or electric wheelchair.

To use the lift, follow the wall on the left straight ahead for around five metres. You can call the lift by pressing the up or down arrows on the right. It holds up to 14 people. There are buttons on the right in two columns. The top button (3) takes

you to the balcony. Directly under it is 1, which takes you to the toilet level, and below that is minus 1 (-1), which is a private floor. At the top of the right column, you have 2, which takes you to the stalls level. Below that is 0, which is a raised button and marks the ground floor. Below that, you have a button for keeping the doors open and then a button for the alarm.

### **Level One – toilets**

As you exit the lift, go round to your right for the toilets. There are two gender-neutral, wheelchair accessible toilets on your right. There is the option for right-side transfer and left-side transfer, and these toilets are mirror images of each other. If you carry straight on, at the end there are several women's toilets to your left and some men's and gender-neutral toilets to your right.

Each toilet has a lock by the handle which you turn up and to the left to lock. There is a toilet straight ahead of you, with a

small flush button set in the back wall to the right of the toilet at around waist height. There is a sink to your right with a lift-up tap and an automatic hand-dryer to the right of the sink.

## **Level Two – stalls**

As you exit the lift, turn left and follow the wall on the left to get into the stalls. On your right is a small bar where you can buy coffee, beer, wine, and soft drinks. You can bring these into the auditorium.

You then arrive at the back of the auditorium. In front of you is a raised sound desk and usually a bank of tiered seating, which has railings on either side of it. There will be ushers who can show you to your seat. This will either be on the flat floor in front of the tiered seating, or up on the tiers, which you access via a central walkway of low steps. The chairs are metal, with leather seats and back support, and are usually linked together.

## **Level Three – balcony**

As you exit the lift, turn left and follow the wall on the left again to get into the balcony. Once again there is a small bar, serving drinks that you can bring into the auditorium.

You arrive at the back of the auditorium. Ushers will be able to show you to your seat. You take a few steps down to reach the bench seating along the sides of the balcony, or there are three rows of permanent, cushioned seating in the central section – rows A, B, and C.

## **Stairs**

If you prefer to take the stairs, as you arrive in the atrium, walk diagonally across the space to the far corner and you'll find the first staircase.

1. Go up a short flight to level one and go round to your left to find the toilet area.

2. Carry on around to your left and you'll reach another flight which takes you to level two.
3. Carry straight on and you will have the bar on your right, where you can order drinks, or carry straight on and around to your left and you will reach the stalls.
4. If you are heading to the balcony on level three, carry on up one more flight of stairs, and you will again have the bar on the right. Carry on ahead and round to the left and you will arrive at the balcony.

There are safe evacuation chairs placed around the venue, and refuge points positioned between the central staircase and the main lift.

## **Dimensions**

Here you can find some of the key dimensions that you may want to know before your visit.

For our Box Office, the lowered counter is 76cm high, with a clearance height of 71cm. The Box Office chairs are moveable and are approximately 41cm wide and 46cm high. There are 8 of them, but we can source more if needed.

For our bars on levels 2 and 3, the lowered counter is approximately 79cm high.

The seats and tables placed throughout the venue on each floor are of varying heights. The highest tables are approximately 110cm high, and the highest chairs are approximately 77cm high.

For our wheelchair accessible toilets, the door handle is positioned at approximately 90cm high. The sink is approximately 74cm high. The grab bar next to the toilet is 70cm high and the moveable grab bar on the other side is very slightly higher. The dimensions are the same for all accessible toilets throughout the venue.

For our staircases, our stairs are all 17cm high, clearly marked, and there are handrails on both sides. The height of the handrails is 90cm.

For our refuge points, the call button is approximately 82cm high and it is on the wall where the refuge sign is.