



# Polka Theatre

## Access Information Pack

## **About Polka**

We empower children to navigate their world through inspirational theatre and creative experiences.

We improve children's lives, bringing communities together, and creating ground-breaking theatre by:

- BEING an essential destination for children, families and schools where everyone is welcome.
- CONNECTING children, families and communities to encourage creativity.
- LEADING the UK in the research and development of theatre for early years audiences.
- IMPROVING children's mental health and wellbeing, in particular as a response to Covid-19.
- SUPPORTING children's learning and helping them take action around environmental issues.

## **Our Building**

We have re-imagined what a dedicated children's theatre could and should be for young audiences and their families. Our state-of the-art building is a vibrant hub for future generations, right at the heart of our community.

Designed by architects Foster Wilson Size, our building is both a centre for play and a world-class theatre facility.

Features Include:

- Adventure Theatre – an adaptable studio theatre
- Main Theatre
- Clore Learning Studio
- Y C Chan Play Den – including dressing up and book corner
- The Nest – Our rehearsal and community space
- Outdoor play area
- Wimbledon Foundation Garden (Fully Accessible)
- Family friendly cafe
- Gift shop

## **Location**

When you get to Polka Theatre, this is what it looks like:



When you enter through the main entrance, to your left will be the Box Office and the Shop. Please feel free to browse the shop whilst you wait.

More information on how you can access the theatre via public transport can be found here: <https://polkatheatre.com/your-visit/>

Building Opening Hours:  
Tuesday-Friday: 9am-5pm  
Saturday & Sunday: 9:30am-5pm

## **Box Office**

Here is where you can purchase tickets for our upcoming shows and workshops. All access tickets must be booked directly through the Box Office via one of the following methods:

- Email – [boxoffice@polkatheatre.com](mailto:boxoffice@polkatheatre.com)
- Phone – 020 8543 4888
- Purchase in person over the counter.

Brochures featuring our upcoming season will be available at the Box Office, and our friendly team will be more than happy to advise/answer any questions you may have.

Box Office Opening Hours:  
Monday-Friday: 9am-5pm  
Saturday & Sunday: 9:30am-5pm



### **Polka Shop**

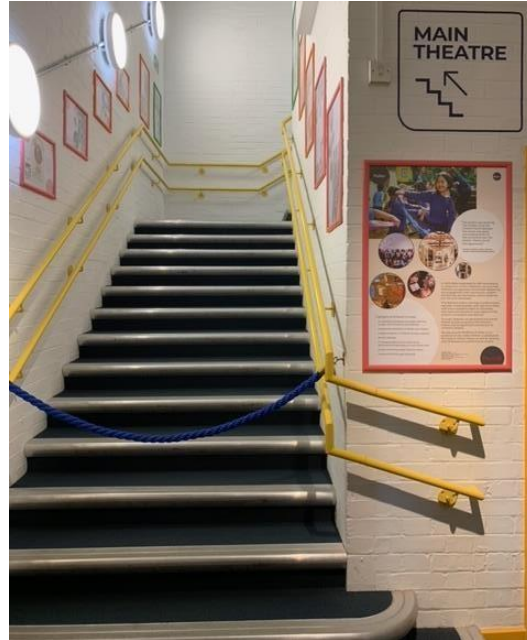
Our Polka Shop is filled with lots of exciting items including toys and books for you to purchase. We have a variety of options for you to choose from including themed items that often link with our shows.



A member of staff will serve you at the shop counter, but if no one is there please ask the Box Office staff for assistance as there will always be someone present at Box Office.

## **Access to the Main Theatre**

Between the Box Office and the Shop, you will find a small walkway into the Y C Chan PlayDen. On the right-hand side of the connecting walkway you will find stairs to the Main Theatre.



Here is where you will access the Main Theatre if you do not wish to use the lift.

## **Cafe**

Our lovely refurbished cafe seats approximately 40. If you plan on coming to the cafe and have any dietary requirements or specific needs, please contact [Cafe@polkatheatre.com](mailto:Cafe@polkatheatre.com) and our friendly team will be ready to answer any questions you might have.



You can access our outdoor play space through the cafe. The exit is located to the left of the pay counter.



## **Main Corridor**

This is our main connecting corridor.



In this corridor you can find the following:

- Toilets - including male, female, and accessible gender-neutral toilets.
- Buggy Park
- Coat pegs
- Y C Chan Play Den
- Wimbledon Foundation Garden (Fully Accessible)
- Outdoor play space
- Clore Learning Studio where the majority of workshops take place.
- Adventure Theatre
- Lift to the Main Theatre & Nest rehearsal/ community space.

On your right you will first see a female toilet and a male toilet. The furthest toilet stall is designed to be slightly bigger for baby changing needs.



On your left you will see the Y C Chan Play Den. There is a glass door in this room where you can also access the fully accessible Wimbledon Foundation Garden.



In the Y C Chan Play Den we have a book corner, a dressing-up corner and colouring benches. We have a large yellow circular seating area where you can relax and read stories.

### **Wimbledon Foundation Garden (Fully Accessible)**

Our Wimbledon Foundation Garden will be open and available for you to use all year round. We have small seating areas available in the garden.



### **Buggy Park**

You can park your pushchair here whilst you use the play spaces, watch a show or attend a workshop. Opposite the buggy park we have coat pegs where you can hang up any coats or bags. *Please note anything that is left here is left at your own risk.*



The buggy park area can often get quite busy and congested. Our team monitor this regularly but please note that this area of the corridor can get very busy, particularly before and after shows.



### **Accessible Toilet**

Towards the end of the corridor you will find a gender-neutral accessible toilet. This toilet can also be used as a baby changing facility. *Accessible toilet is featured in the image above.*

### **Outdoor Play Space**

To your right next to the buggy park is the exit to the outdoor play space. There are 2 exits and entrances to this area, one via the main corridor and one via the cafe.



This play space spans over 3 levels and is recommended for slightly older children and not babies.

### **Clore Learning Studio**

The Clore Learning Studio is located across from the buggy park and on the left-hand side as you walk down the main corridor.



This space is used primarily for workshops, including regular weekly classes, drop-in sessions and also holiday workshops. The space is also used for our Freefalling sessions, Youth Theatre and our Community Choir.

More information on the workshops/classes we offer can be found here:

<https://polkatheatre.com/whats-on/>

There is a gender-neutral toilet also available in the Clore Learning Studio.

### **Adventure Theatre**

This is the last room in the main corridor which can be located on the right-hand side, next to the accessible toilet.

The Adventure Theatre usually features the shows for our early years audiences.

This space does not have allocated seating, meaning you can choose where to sit when you enter the theatre. The seating will be on blue and green benches which will be re-positioned differently depending on the requirements of the given show. There will always be a carpeted area available in front of the benches for those who wish to sit on the floor.



This theatre seats a maximum capacity of 100 people. We also have socially distanced performances available where the maximum capacity will be reduced.

Tickets will usually vary from £9 to £16 depending on the performance in relation to school holidays. Access tickets range from £9 and we also offer a free companion ticket.

## **Lift**

At the very end of the corridor on the left you will see the lift. The lift can be used to gain access to the 1<sup>st</sup> floor of the theatre where the Main Theatre and The Nest rehearsal/ workshops spaces are located.



To the right of the lift you will see some stairs. These stairs are for those who wish to access the Nest rehearsal/workshop space, who do not require access to the lift.

*Please note these stairs are not the same stairs you will use to access the Main Theatre.*



### **The Nest** (rehearsal/ workshop/ community space)

This space is located on the first floor of the building and can be accessed via the lift or the stairs located to the right of the lift.

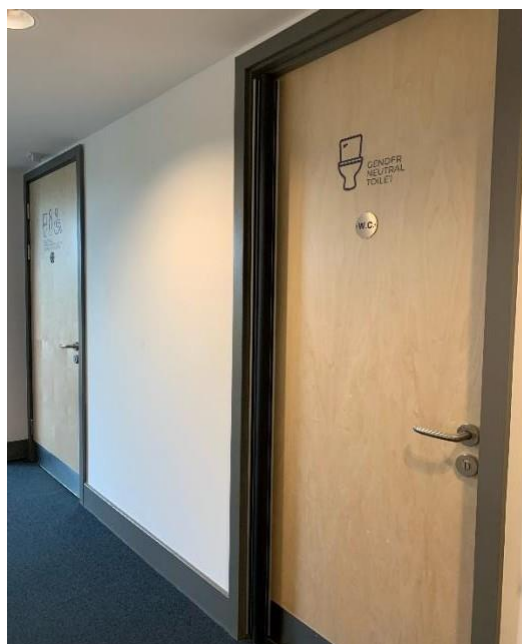
The space is often used as an internal rehearsal space for productions, but it can also be used as a workshop or community space.



You will always be advised before attending a workshop/ event whether the session will be taking place in the Clore Learning Studio or the Nest. If you are unsure, please check with our Box Office staff who will be more than happy to help.

### **Toilets**

Outside of the Nest there are x2 gender neutral toilets. The toilet closest to the Nest is an accessible toilet with right hand transfer.





## **Main Theatre**



The Main Theatre is located on the first floor of the building. The theatre can be accessed via the lift located at the end of the main corridor, or via the stairs located between the Box Office and the Shop.

The Main Theatre seats a capacity of 300. We also have socially distanced performances available where the maximum capacity will be reduced. There are often 3 price brackets for tickets depending on where you sit in the theatre, as well as an Access/concession ticket rate. These prices vary from show to show.

Row A is reserved for wheelchairs and other access requirements. If you do have any access requirements, please contact our Box Office staff who can best advice on seating.

## **Main Theatre Toilets**

Male and Female toilets can be located outside of the Main Theatre directly across from the entrance.



### **Main Theatre Access Toilets**

Outside of the Main Theatre there is an accessible gender-neutral toilet with right hand transfer. If you need access to the toilet please speak with one of our FOH ushers. There will always be x2 ushers in the theatre auditorium available to assist.



### **Chill out area**

This space is located outside of the Main Theatre upstairs.



The chill out area is often used during *relaxed* performances as a space to go if the theatre environment is getting too much. There is usually a screen set up where you can continue to watch and hear the action happening on stage.

For any of our performances you can leave the theatre at any time to use this space and come back in when you are ready.

## **Access at Polka**

Polka are a fully accessible venue. We provide wheelchair access across our theatre, and in both of our performance venues. Please contact Box Office prior to booking your ticket to make the team aware of any access requirements you might have.

Polka run a variety of different access performances including:

- Relaxed
- British Sign Language (BSL)
- Audio Described
- Captioned

## **Relaxed**

Relaxed performances are for those who wish to watch theatre in a more relaxed environment. These performances are catered towards any patrons on the Autistic spectrum, or anyone with children new to theatre who are nervous about their engagement.

- There will always be a show-specific relaxed pack available on the website which includes a scene breakdown for the show.
- House lights will remain on during the show so the theatre will never be in complete darkness.
- Sound levels will be reduced if necessary.
- You are welcome to exit and enter the theatre as you please.
- A 'chill out' space will be provided for our Main Theatre shows. This features a monitor that streams the production so you can still watch the show from outside of the theatre.
- There will be a relaxed performance available for all of our in-house productions.

## **British Sign Language (BSL)**

BSL performances are for D/deaf or hearing-impaired patrons who wish to access the show via a BSL signer. Our Box Office team will be available to advise on the appropriate seating for this.

We often have both schools and public BSL performances available, and we will always have a public BSL performance for our longer running Main Theatre shows.

## **Captioned**

Captioned performances are for D/deaf or hearing-impaired patrons who wish to access the show via captions. The entire show will be captioned live during the performance.

*Please note these performances are not available for all productions.*

### **Audio Described**

Audio Described performances are for visually impaired patrons. They include a pre-recorded show introduction, a pre-show touch tour and an Audio Described performance. The pre-recorded show introduction will usually be available on the website before the performance. *Please note these performances are not available for all productions.*

### **Access Prices**

Access tickets usually start from £9, and vary from show to show. Each access ticket purchased will be entitled to a free companion ticket. Access tickets must be purchased via the Box Office and they cannot be purchased online.

All information regarding which access shows we have available can be found on our website. Our website also features accessible tools to help you to navigate your way around.



Thank you for reading. We hope to welcome you to the venue in the future.

Connect with us on social media [@polkatheatre](https://www.instagram.com/polkatheatre)



**Polka Theatre**

240 The Broadway, Wimbledon, London, SW19 1SB

**Box Office** 020 8543 4888

[boxoffice@polkatheatre.com](mailto:boxoffice@polkatheatre.com)

[polkatheatre.com](https://www.polkatheatre.com)

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