Studio Theatre - Technical Pack

The Everyman Theatre
Regent Street
Cheltenham
Glos. GL50 1HQ

Administration  (01242) 512515
Fax     (01242) 224305
E-mail admin@everymantheatre.org.uk
Web site www.everymantheatre.org.uk
Box Office  (01242) 572573
Chief Executive Geoffrey Rowe

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### Everyman Staff List

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive</td>
<td>Geoffrey Rowe</td>
</tr>
<tr>
<td>Finance &amp; Administration Manager</td>
<td>Penny Harrison</td>
</tr>
<tr>
<td>Finance Assistants</td>
<td>Claire Bateman Nataliya Kudelina*</td>
</tr>
<tr>
<td>Groups &amp; Corporate Manager</td>
<td>Sally-ann Rhodes</td>
</tr>
<tr>
<td>Theatre Secretary</td>
<td>Deb Dovinon</td>
</tr>
<tr>
<td>Stage Door</td>
<td>Alison Greening</td>
</tr>
<tr>
<td></td>
<td>Alison Balster / Angela Wilcock / Alison Mansfield</td>
</tr>
<tr>
<td>Creative Director</td>
<td>Paul Milton</td>
</tr>
<tr>
<td>Head of Community Arts</td>
<td>Camille Cowe</td>
</tr>
<tr>
<td>Projects Coordinator</td>
<td>Caro Day</td>
</tr>
<tr>
<td>Head of Education</td>
<td>Louise Partridge</td>
</tr>
<tr>
<td>Studio Production Manager</td>
<td>Corin Hayes</td>
</tr>
<tr>
<td>Technical &amp; Production Manager</td>
<td>Graham Williams</td>
</tr>
<tr>
<td>Technical Stage Manager</td>
<td>Kieran Barker</td>
</tr>
<tr>
<td>Stage Technician</td>
<td>Phil Langham</td>
</tr>
<tr>
<td>Chief Electrician</td>
<td>Michael E Hall</td>
</tr>
<tr>
<td>Deputy Electrician (Sound)</td>
<td>Steve Anderson</td>
</tr>
<tr>
<td>Deputy Electrician (LX)</td>
<td>Alex Stamp</td>
</tr>
<tr>
<td>Theatre Services Engineer</td>
<td>Roger Hendry</td>
</tr>
<tr>
<td>Marketing Manager</td>
<td>David Allen</td>
</tr>
<tr>
<td>Press &amp; Marketing Officer</td>
<td>Francesca Goddard* &amp; Jackie McKenzie*</td>
</tr>
<tr>
<td>Box Office Manager</td>
<td>Hilary Coleman</td>
</tr>
<tr>
<td>Deputy Box Office Manager</td>
<td>Kelly Priest</td>
</tr>
<tr>
<td>Senior Box Office Assistant</td>
<td>Gail Jones*</td>
</tr>
<tr>
<td>Box Office Assistant</td>
<td>Glenn Andrews</td>
</tr>
<tr>
<td>Box Office Assistant</td>
<td>Julie Holder*</td>
</tr>
<tr>
<td>Box Office Assistant</td>
<td>Steve Parry*</td>
</tr>
<tr>
<td>Box Office Assistant</td>
<td>Joe Hackett*</td>
</tr>
<tr>
<td>Box Office Assistant</td>
<td>Rose Harrison*</td>
</tr>
<tr>
<td>Theatre Manager</td>
<td>Matt Rogers</td>
</tr>
<tr>
<td>Deputy Theatre Manager</td>
<td>Jenny Wicks</td>
</tr>
<tr>
<td>Duty Front of House Managers</td>
<td>Nick Philips*, Judy Williams*</td>
</tr>
</tbody>
</table>

* Denotes part-time

### Everyman Catering Company

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering Manager</td>
<td>Nick Trippett</td>
</tr>
<tr>
<td>Assistant Catering Manager</td>
<td>Caroline Taylor</td>
</tr>
<tr>
<td>Café Bar Supervisor</td>
<td>Laura Hunt*</td>
</tr>
</tbody>
</table>
Everyman Theatre House Rules

The following provides the framework within which the Everyman operates, to ensure the safety and well being of all in the building:

All employees, visitors and contractors must at all times take reasonable care for the health and safety of themselves and others. They must co-operate fully with the Everyman Theatre in order to ensure safe working practices and compliance with statutory licensing and Health & Safety requirements.

For clarity, “backstage” refers to all areas of the theatre not open to the public.

1. In the interests of security, all persons must wear name badges or passes when backstage with the exception of those in uniform or costume. All visitors must sign in at Stage Door and collect a visitor’s pass. Please ensure that anyone invited to meet a staff member is directed to Stage Door in the first instance. Passes should be returned to Stage Door when leaving the theatre.

Anyone seen around the building not wearing a badge should be challenged, and asked to produce their badge. If they are unable to do so they must be accompanied to Stage Door and the authenticity of their presence verified. If appropriate, a visitor pass will then be issued.

2. The Everyman Theatre is not responsible for any theft or loss of personal articles.

3. Security of your own personal property is your own responsibility. Visiting company members are advised to keep their dressing rooms locked when unoccupied.

4. Guests are not allowed backstage without the prior consent of the Technical Manager. All guests must leave backstage by the half-hour call.

5. Smoking is not permitted backstage.

6. Backstage parties are not allowed without the prior consent of the Chief Executive.

7. Strictly no alcohol is allowed backstage.

8. Pets are not allowed backstage without the prior consent of the Chief Executive.

9. Bicycles are not allowed backstage.

10. The backstage goods lift is available for use during the daytime but will not be available after the half-hour call unless by prior arrangement with the Technical Manager.
11. All electrical appliances used in the theatre must be checked by the theatre’s qualified staff prior to use, comply with current IEE regulations and have a valid PAT Certificate. Please take kettles, hairdryers, radios etc to a member of the LX Department on your arrival.

12. Where incoming telephone calls for the visiting company are routed to Stage Door, Stage Door will post a message on the stage door notice board. If the call is urgent, Stage Door will tannoy the company. Personal calls are not to be made from Stage Door or offices.

13. Dressing room keys should not be taken out of the building. Lost keys will be charged for.

14. Backstage is locked and alarmed 30 minutes after the end of an evening performance. If any company or staff member has to return backstage while backstage is being locked they must remain at Stage Door until the Stage Door keeper has returned. The building is under extensive security and if anyone walks through an alarmed area, the Police will automatically be summoned. In that situation the person will be held responsible for any cost incurred.

**Technical**

15. Technical requirements, including staffing, must be agreed with the Technical Manager at least 6 weeks in advance of the first performance.

16. The dressing rooms must be vacated by 30 minutes following the end of evening performance, unless by prior arrangement with the Technical Manager. On leaving the dressing rooms please ensure all lights and electrical appliances are switched off, windows closed and keys returned to Stage Door.

17. The Fire Regulations, as laid down by the Licensing Authority, must be observed. If the Fire Officer does not accept any part of the setting, or if any exits are in any way obstructed (e.g. by setting/storage/ movements of scenery) the Chief Executive may cancel the performance.

18. Please read the fire instructions, which are located in each dressing room and on the corridors and in offices (the assembly point for roll call is outside The Slug and Lettuce in Regent Street).

19. Visiting companies must obtain any necessary licenses/permissions for naked flame, guns or special effects. The Technical Manager or his representative may ask to see written permission from the County Fire Officer.

20. All scenery used on stage should either be inherently non-flammable or treated with an acceptable fireproofing agent. The use of naked flame is not permitted downstage of the Safety Curtain. The use of flammable foam in sets or furniture is not permitted.
21. Strobe Lighting:
   a) The frequency of any strobe lighting must not exceed 8 pulses per second
   b) Any proposed use of strobe lighting or lasers must be communicated to the Technical Manager 6 weeks in advance.

22. Hard hats must be worn on the main stage when notices to this effect are displayed (at times when work is taking place in the grid)

23. No Company member or unauthorised member of staff is to go under the stage or on fly floor levels unless arranged with the Technical Manager.
Fire/Emergency Instructions

1) The word FIRE must never be used in the hearing of the general public, always use the words “MR JET” e.g. Mr Jet is in the cloakroom, would indicate that there was a fire in the cloakroom. In the event of a bomb scare or suspicious package, use the code words “MR FUSE”.

2) **If you see a fire, set off the alarms** at the nearest Fire Alarm point by breaking the glass (bells will ring backstage, visual indicators will flash in public areas). Evacuate the building.

   **In order to let Stage Door know if it is other than a fire:**
   
   (a) **In the event of a bomb scare** contact Stage Door and say “Mr Fuse” is in the building (with location if possible).

   (b) **In the event of a gas leak** contact Stage Door and tell them so, with the location if possible. (Stage Door will phone the gas people.)

   **In either case (a) or (b) above then set off the alarms.**
   If the alarms do not sound do not inform Stage Door who will call 999

3) If instructed by Stage Door, call the Fire Brigade using the nearest telephone.

4) Ensure you **shut all Fire doors** as you exit areas, as this will help prevent the spread of fire.

5) If you have any **visitors**, it is your responsibility to brief them about Fire Procedures on arrival and to ensure their safe exit from the building wherever possible, or report their absence to the Fire Officer.

6) **Wheelchair users:** if at all possible, wheelchair users to be evacuated from the building. An evac-chair is available for stair exit. If this is impractical they are to be assisted to a safe place, and the Fire Officer informed of their location. In any case, lifts must not be used.

7) **Evacuate** the building using the nearest safe fire exit. If you evacuate via Stage Door, take the **Everyman Staff Trackit board(s)** with you.

8) **If it is a Fire**, the Assembly point for **members of the public & ushers** is on the pavement **outside Cavendish House** in Regent Street; the Assembly point for **members of staff** is on the pavement **outside the Slug & Lettuce** in Regent Street.

   **If it is a Bomb Scare or gas leak**, the Assembly point for all personnel is by the **Royal Bank of Scotland in the Promenade**.

   The following **roll calls** will be made:

   a) The Stage Door Keeper will complete a roll call using the ‘Staff’ Trackit Board/s and the Visitors Book. In the event of there not being a Stage Door Keeper, a key holder becomes responsible for this duty.
b) During performance time the Visiting Stage Manager (or ‘Everyman’ SM) will take responsibility for the Company roll call using the ‘Company’ Trackit Board.

c) Once the ushers have assembled outside Cavendish House, the Head Usher will complete a roll call.

d) The Duty Catering Manager will complete a roll call of catering staff.

10) Times are designated ‘Performance’ or ‘Non - Performance’ by the Front of House Manager in conjunction with the Duty TSM.

The Emergency number is (9) 999. All phones, even those with outside line barring, will accept 999 calls.

DO NOT TAKE ANY RISKS THAT WILL ENDANGER YOUR OWN LIFE OR THE LIVES OF OTHERS

DO NOT USE THE LIFTS
DO NOT COLLECT PERSONAL BELONGINGS
DO NOT RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCES
HEALTH, SAFETY AND FOOD SAFETY – POLICY STATEMENT

The Everyman Theatre takes its responsibilities with regard to Health and Safety seriously, and to enable these duties to be carried out it is the Organisation’s intention to ensure that responsibilities for health, safety, fire and hygiene matters are effectively assigned, accepted and fulfilled at all levels within the organisational structure.

We will also ensure that all reasonable steps are taken and due diligence exercised to safeguard the safety, health and welfare of all employees, residents, visitors and members of the public who may be affected by our operations.

The Health and Safety at Work Act 1974 imposes legal duties on employers and employees to take care of the health, safety and well being of everyone at work, so far as is reasonably practicable. This also includes visitors, contractors and the general public.

The Food Safety Act 1990 was implemented to make sure all food is safe to eat and that its description does not mislead consumers. The Act describes penalties if a business does not comply with the legislation and specifies hygiene and labelling rules.

HEALTH AND SAFETY

1. It is the policy of our Organisation, so far as is reasonably practicable, to ensure that:
   a) Adequate resources are provided to ensure that proper provision can be made for Health, Safety, Fire, Food Safety, and Hygiene.
   b) Risk Assessments are carried out and periodically reviewed.
   c) The provision and maintenance of plant and systems of work are safe and without risks to health.
   d) The maintenance of all plant, machinery and equipment is safe, not only for employees and subcontractors but also for any person who may be affected by operations, or premises, under our control.
   e) Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health.
   f) There is adequate information on articles and substances for use at work so they are safe and without risk to health.
   g) Where appropriate, health surveillance will be provided for employees.
   h) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
   i) Access to and exit from the workplace is safe.
   j) Monitoring activities are undertaken to maintain agreed standards.

2. It shall be the duty of all employees at work:
   a) To take reasonable steps for the health and safety of themselves and of all other persons who may be affected by their acts or omissions at work.
b) To co-operate with our Organisation in pursuance of health and safety, and follow company rules re best practice.

c) To ensure the completion of all relevant paperwork following an accident, incident or near-miss

d) Not to interfere with or misuse anything provided in the interests of health and safety.

e) To always follow company rules re the wearing of protective clothing, i.e. hardhats, gloves etc. Failure to do so will be regarded as gross misconduct.

f) On no account attempt to repair machinery of any description unless specifically employed to do so. Always refer to qualified personnel.

**FOOD SAFETY**

It is the policy of our company to do all that is reasonable, and to exercise due diligence at all times to ensure that:

1. No food is made dangerous to health by the addition or subtraction of anything harmful or the use of any process or treatment.
2. All food on the premises shall comply with all food safety requirements.
3. Food sold by the company will be of the quality demanded by the customer.
4. All food stored will be labelled appropriately in a way not to mislead the customer.
5. We undertake to periodically review risk assessments relating to food safety.
6. Food safety standards are regularly monitored and records of those checks kept.
7. To initiate an attitude of care amongst all staff to ensure high standards of food hygiene and safety.

**General**

1. All employees will be provided with such information, instruction, training and supervision as is necessary to secure their safety and the safety of others who may be affected by their actions.
2. There are established and maintained effective procedures for consultation between all levels of management and employees within our Organisation on all matters relating to health, safety and welfare.
3. The Health, Safety and Food Safety Policy will be reviewed, amended and updated as and when necessary. Communication of any such changes will be made to all employees.

**General Responsibilities - Reminder**

Occupational Health & Safety is a legal requirement and essential in any industry. Health & Safety affects all working practices, employers, and employees, and we all have a duty of care to ensure we achieve good standards of care.
It is an offence to disregard health and safety policies and individual responsibilities, and may lead to disciplinary procedures being brought against employers and employees.

You are responsible for bringing potential Health and Safety hazards to the attention of your line manager.

Details of the Theatre Policy and individual responsibilities with regard to health and safety are clearly stated in the Departmental Health and Safety folders, which you are required to read and understand, copies of which are available from your Line manager.

These guidelines must be followed at all times. Blatant disregard towards Health and Safety at work, carelessness, negligence and deliberately, or knowingly breaching a Theatre rule on Health and Safety will be regarded by the Theatre as a serious disciplinary offence and may lead to summary dismissal without notice or pay in lieu of notice.
THE EVERYMAN STUDIO - TECHNICAL INFORMATION

Technical Staff at the EVERYMAN

Graham Williams - Production/Technical Manager
Tel: 01242 512515 ex. 212
Fax: 01242 224305
E-mail: graham.williams@everymantheatre.org.uk

Corin Hayes – Studio Production Manager
Tel: 01242 512515 ex. 275
E-mail: corin.hayes@everymantheatre.org.uk

Michael E. Hall – Chief Electrician
Tel: 01242 512515 ex. 213
E-mail: michael.hall@everymantheatre.org.uk

Alex Stamp – Deputy Electrician
Tel: 01242 512515 ex. 229
E-mail: alex.stamp@everymantheatre.org.uk

Steve Anderson – Deputy Electrician (Sound)
Tel: 01242 512515 ex. 216
E-mail: steve.anderson@everymantheatre.org.uk

Kieran Barker - Technical Stage Manager
Tel: 01242 512515 ex. 221
E-mail: kieran.barker@everymantheatre.org.uk

Phil Langham – Stage Technician
Tel: 01242 512515 ex. 274
E-mail: phil.langham@everymantheatre.org.uk
### Studio Details

<table>
<thead>
<tr>
<th>Overall Dimensions</th>
<th>9,355mm x 6,210mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor: Plywood to concrete (not suitable for dance)</td>
<td></td>
</tr>
<tr>
<td>Flexible seating (alternate configurations on request)</td>
<td>Up to 60</td>
</tr>
<tr>
<td>Playing Area typically (capacity 46) or (capacity 41)</td>
<td>9,355mm x 2,995mm or 6,210mm x 3,450mm</td>
</tr>
<tr>
<td>Wheelchair capacity</td>
<td>1</td>
</tr>
<tr>
<td>Grid Height</td>
<td>5,460mm</td>
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### Lighting Equipment

<table>
<thead>
<tr>
<th>Number</th>
<th>Lantern</th>
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<tbody>
<tr>
<td>6</td>
<td>Source 4 Junior Zoom Profile 25/50</td>
</tr>
<tr>
<td>2</td>
<td>Selecon Profile 18/34</td>
</tr>
<tr>
<td>2</td>
<td>Silhouette 30 1K Profile</td>
</tr>
<tr>
<td>8</td>
<td>Pattern 743 1K Fresnel</td>
</tr>
<tr>
<td>4</td>
<td>Pattern 123 500w Fresnel</td>
</tr>
<tr>
<td>16</td>
<td>Minuette 500w Fresnel</td>
</tr>
<tr>
<td>8</td>
<td>Par 64 1K</td>
</tr>
<tr>
<td></td>
<td>Assorted gobos and Iris’</td>
</tr>
</tbody>
</table>

### Lighting Control

- Element 40 ETC
- 30 ways of dimming
- 48 ways of patching

### Access Equipment

- Extendable ladder
- Tallescope

### Sound Equipment

<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>D&amp;B C180 Speakers plus E packs</td>
</tr>
<tr>
<td>2</td>
<td>Sony Mini Disc Player</td>
</tr>
<tr>
<td>1</td>
<td>Denon CD Player</td>
</tr>
<tr>
<td>1</td>
<td>Mix Wizard 12 Channels</td>
</tr>
</tbody>
</table>
Dressing Rooms
There are 2 dressing rooms allocated to The Studio theatre, both have hand basins, one has a shower.

Get-In Points
There are 3 Get-In points for the Studio see below), all of which are somewhat restricted. Please discuss your Get-In with the Studio Production Manager prior to your arrival.

1. Via the Regent Arcade multi-storey car park
   Follow the ramp to up to the first level and drive to the end of the first set of parking bays. The Everyman is clearly signed on the left-hand side. Follow the stairs down and through the double doors. The Studio is on the right through black double doors.

   NB. Vehicles entering the multi-storey car park are restricted to a height of 2 metres

2. Via the Regent Arcade Service Area
   The Everyman Get-In point is a red roller shutter in front of our service lift. There is a bell to ring for attention.

   The dimensions of the lift are as follows:
   
   Lift     2,100mm x 6,000mm
   Doors    1,800mm x 3,400mm
   SWL      10,000Kg (13cwt)

   It is only possible to offload one vehicle at a time and generally trucks may not be parked in the Regent Arcade Service Area once they are tipped. In exceptional circumstances limited parking may be arranged provided we have enough prior notice to make a request to the management of the Regent Arcade.

3. Via the fire doors adjacent to stage door
   If you are standing in Regent Street, facing the Everyman, the stage door is accessed via the alley to the left of the theatre. The fire doors are to the right of stage door. There is no parking at stage door, however, unloading is permitted for a limited period.

   NB Routes 2 and 3 both involve difficulties in accessing the Studio once inside the building…

   - Up 2 floors via a winding staircase (maximum size of scenic elements 10’ x 4’ approx.)
   - Up in a goods lift (1.64mts x 1.4mts x 2mts high) and then down 1 floor via winding staircase.
General Information

Touring & Technical

Refreshments
There are kitchen facilities in the Green Room (Microwave, fridge, toaster, Kettle and dishwasher). Alternatively there is a café front of house.

Personal
There are no sanitary hygiene machines backstage, but there are some in the FOH toilets.

Smoking
The Everyman is a No Smoking building. Smoking points are provided on the 3rd floor balcony, which can be accessed through the Green Room and in the yard near Stage Door.

Get-Outs
Please discuss Get-Out details with the Studio Production Manager upon your arrival.

Cast List
To comply with Fire and Health & Safety regulations there is a Visiting Company ‘Trackit’ board at Stage Door. All members of staff must sign in and out. Could you please send in a complete cast and crew list in advance so that the names can be typed up and entered on to the board ready for your arrival.

Touring Dates
Could you please send a complete list of venues that you are visiting on your tour in order that we can contact you in advance of your arrival.

Merchandise
Please inform us if you have merchandise that you wish to sell. We charge a sales commission of 20%.

Special Effects
Please notify us of all your Special FX requirements e.g. smoke machines, strobes, pyros etc. so that we can inform the appropriate authorities in good time.

Half Hour Call
We open the house as near to the half-hour call as possible.

Office
Visiting companies will be issued with a photocopier code on arrival. The copier is located on the 4th floor.
## Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wardrobe facilities</td>
<td>£50.00</td>
</tr>
<tr>
<td>Music Stands</td>
<td>£5.00 per week per stand or £3.00 per day</td>
</tr>
<tr>
<td>Microphones</td>
<td>No charge will be made for microphones when available</td>
</tr>
<tr>
<td>Colour</td>
<td>A charge for colour may be made via the contra.</td>
</tr>
<tr>
<td>Piano Tuning/Hire</td>
<td>Please contact the Technical manager in advance of your visit.</td>
</tr>
<tr>
<td>Gaffer tape</td>
<td>£6.50 per roll</td>
</tr>
<tr>
<td>PVC tape</td>
<td>£2.00 per roll</td>
</tr>
</tbody>
</table>

## Damage to equipment

The full cost of equipment repairs necessitated by misuse, rough treatment or incorrect operation will be charged to the visiting company.
Access

Stage Door
As you face the Everyman Theatre, Stage Door is through an alleyway on the left of the building. There is no parking in the yard. Unloading is permitted; however, vehicles must be removed immediately afterwards. The nearest car park is the Regent Arcade Multi-storey that joins the theatre (not 24-hour), or Rodney Road.

Get-in
The Get-in is from the Regent Arcade Shopping Centre Service Area. Vehicular access is from Regent Street, 200m before the Everyman and is clearly signed.

Directions

Approaching from M40 / A40 / Oxford
A40 London Road: follow road into town. Bend sharp left onto Bath Road (Bella Pasta in front of you), stay in right-hand lane. At triangle in road (by The Playhouse) turn right onto Oriel Road. Take second right (Rodney Road) and follow bend round to left joining with Regent Street. The Get In point for trucks is via the Regent Arcade Service Area on the right. The Everyman is near the end of the road on the right-hand side.

Approaching from M4 (J.15) / Swindon / Cirencester
From A435 from Cirencester follow road in through Charlton Kings and join London Road at junction with church on right-hand side. Then follow the same instructions as above.

Approaching from M5 (J.11) / Gloucester and the South
Join the Golden Valley Bypass and follow signs to Town Centre. At first roundabout take third exit. Pass GCHQ. At GCHQ roundabout take second exit (right): A 40. Continue in straight line passing Shell garage on right-hand side - do not bend right! - Lansdown Road. At roundabout take second exit (straight over) on to Montpellier Terrace. Take first left onto Montpellier Parade. Take second on left (almost straight on at the bend in the road) down Victoria Walk. Go to end. Turn left onto one-way system (Oriel Road). Get into far right-hand lane and take first right onto Rodney Road. Follow bend round to the left on Regent Street. The Regent Arcade Service Area is on the right. The Everyman is at the end of Regent Street on the right.

Approaching from M5 / Tewkesbury / Birmingham and the North
Take Junction 10 off the M5. Follow A4019 along the Tewkesbury Road. Pass Sainsbury’s (on left), straight over the roundabout, pass B & Q (on right). At traffic lights (Tesco on left) go straight over (under the Railway Bridge). Follow bend in road to left (Post Office Sorting Office on left) and follow Swindon Road, straight over several traffic lights, onto Fairview Road (all Ring Road). Road bends right, then left – St John’s Avenue (car park and school on right). Follow to end of road (Berkeley Street) and get in right-hand lane. Turn right onto High Street (London Road). Follow High Street and bend sharp left at Bella Pasta. Follow round onto Bath Road. Go past The Playhouse on your right. Stay in right-hand lane and bear right at a triangle in road, onto Oriel Road. Take second turn on right (Rodney Road) and follow road round to the left, as it becomes Regent Street. Multi-storey Car Park is on the right, and the service entrance is next to it. For Stage Door, continue to nearly the end of Regent Street – the Everyman Theatre is on the right.
Useful Contacts

Doctor  
Adams, Price, West & Lamden  
St Paul's Medical Centre  
0844 477 8960

Dentist  
MWH Shipway  
Regent Street  
(01242) 522161

Physiotherapist  
Cotswold Physiotherapy Centre and Sports Injury Clinic, 105 Bath Rd  
(01242) 228019

Hospital  
Cheltenham General  
Sandford Road  
(01242) 222222

Family Planning Clinic  
As above

Rail Enquiries  
08457 484950

National Express  
High Street  
(0870) 5808080

Taxi  
Associated Taxis  
(01242) 251152

A to B  
(01242) 580580

Theatre Chaplains  
For help, support and guidance please contact Philip Smith, Chaplain of St Silas Church, Coronation Square, Cheltenham, on 01242 528567.

Car Parking  
Regent Arcade Car Park, Regent Street. There is direct access to the theatre from Level 1. The charge is £2.50 after 5.30pm, arrive before 5.30pm and hourly rate applies to entire stay, and the car park closes at midnight. Car park booth for lost tickets 01242 775157. There is no parking in the yard beside the theatre.