

# Guildhall

## ARRIVING AT GUILDHALL

See our **[How to Find Us](#)** page for full details about public transport links to Guildhall, including designated disabled parking spaces.

## ENTERING THE ART GALLERY

The entrance dimensions are as follows:

- 1.13m wide
- 2m height

The entrance to the Art Gallery is step-free and the double doors are automatic.

Security will do a bag scan and be there to direct you to the cloakroom, toilets, and event.

## ENTERING THE BASINGHALL STREET ENTRANCE

The entrance dimensions are as follows:

- 1.95m wide
- 2.94m height

The Basinghall Street entrance is step-free. The double doors are not automatic. Security is at the doors to assist you if you need.

Security will do a bag scan and be there to direct you to the cloakroom, toilets, and event.

## ENTERING THE WEST WING ENTRANCE

The entrance dimensions are as follows:

- 98cm wide
- 2.3m height

The West Wing entrance is step-free. The double doors are automatic.

Security will do a bag scan on arrival and be there to direct you to the cloakroom, toilets and event.

There are three access control points that guests need to go through to enter the event space. All the access points will be open during event hours. If it is outside the event hours Security or Reception will open them for you. The first and widest access point is 98cm wide. The second and third access points are each 48cm wide.





## IN GUILDHALL

### Accessibility Equipment and Resource

The following items are available to borrow. All items will be thoroughly cleaned between each user.

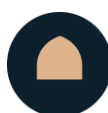
- Hearing Loops – we are working towards having them available for every event in all of our venues. In the interim if you would like to use one, please call ahead on 020 7332 1313, and we will arrange for it to be ready when you arrive.

## GUILDHALL ENVIRONMENT

Guildhall is a historic building which has been renovated and adapted over the centuries.

We have lifts available to take you to each floor. Each lift has a panel indicating what is on each floor. Please note we do not have braille signage. There are staff here to help and give you directions.

Our floors are firm and level. The majority of areas are carpeted. There is a significant ramp to a level landing outside Great Hall, which forms the main step-free entry point. The gradient is 5.55%. Alternative step-free access into Great Hall may be arranged by request.





Staircases throughout Guildhall have handrails on both sides.

The stairs to our staging have handrails on one or both sides. Please see the photo below for an example. Please contact your event organiser if you require a handrail on a specific side or on both sides.



Photo credit: Adam Parker

Most of Guildhall is well-lit with both natural and electric light. Some rooms, such as the Crypts, are darker.

Please note the lighting might vary depending on the event you are attending. If you need further details on lighting, we encourage you to contact the event organiser directly.



There are fluorescent lights in the following spaces:

- Art Gallery cloakroom (area behind the counter)
- Basinghall Street staircase to the Old Library & Print Room
- Basinghall Street toilets
- East Crypt to Livery Hall corridor

Please contact us for further information including on fluorescent lighting in back of house spaces such as kitchens and serveries.

We keep the venue at a cool temperature, even on a hot day.

All public areas in Guildhall have step free access. Doors are either automatic or will be staffed during the event hours.

### Using the Lift

There are lifts to all floors, providing step-free access. Internal lift dimensions are given below. All lifts can be operated independently.

The Crypts lift is a platform lift. The button for the level that you would like to go to needs to be pressed down for the whole journey until the door starts to open. The lift will stop if the button does not remain pressed. Please ask if you would like a member of staff to demonstrate how to use this.

Some lifts may not be able to accommodate larger wheelchairs and mobility scooters. Please contact us for further information.

### Art Gallery

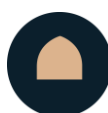
The internal lift dimensions are as follows:

- 1.25m wide
- 1.50m deep (front to back)
- 2m height

The lift door dimensions are as follows:

- 80cm wide
- 2m height

The lift can accommodate a maximum load of 13 persons, or 1000kg.



## Basinghall Street Entrance

The internal lift dimensions are as follows:

- 94cm wide
- 1.37m deep (front to back)
- 2.20m height

The lift door dimensions are as follows:

- 80cm wide
- 2m height

The lift can accommodate a maximum load of 8 persons, or 630kg.

## Crypts

The internal lift dimensions are as follows:

- 1m wide
- 1.3m deep (front to back)
- 2m height

The lift door dimensions are as follows:

- 1m wide
- 1.90m height

The lift can accommodate a maximum load of 2 persons, or 400kg.

## Crypts Stair Lift

This takes you between the West and East Crypt.

The lift dimensions are as follows:

- 92cm wide
- 1.5m deep (front to back)

The lift can accommodate a maximum load of 2 persons, or 400kg.

## West Wing

The internal lift dimensions are as follows:

- 1.18m wide
- 1.28m deep (front to back)
- 2.40m height



The lift door dimensions are as follows:

- 89cm wide
- 2.40m height

The lift can accommodate a maximum load of 10 persons, or 800kg.

Please Ask For Assistance

Should you need any assistance at any point during your visit, please ask a member of staff.

A member of Security is stationed at every entry point and there are other members of staff stationed around the venue.

## TOILETS

### Art Gallery

#### *Main Toilets:*

The main public toilets are on the lower ground floor (Lift button C). There are men's and women's toilets, two accessible toilets and two Baby Changing rooms available. The men's toilets are on the first left as you enter the cloakroom and the women's toilets are on the second left once you have passed the cloakroom. The toilets are individual cubicles. There are communal sinks, soaps, mirrors, hand-dryers, and bins. The hand dryers are automated, and some visitors may find the noise intrusive.



#### *Accessible Toilets:*

Accessible toilets can be found by our main toilets on the Lower Ground Floor (Lift button C). An accessible toilet is on the first left as you enter the cloakroom just before the entrance to the men's toilets. There is an accessible toilet located in the women's toilets, which can be found on the



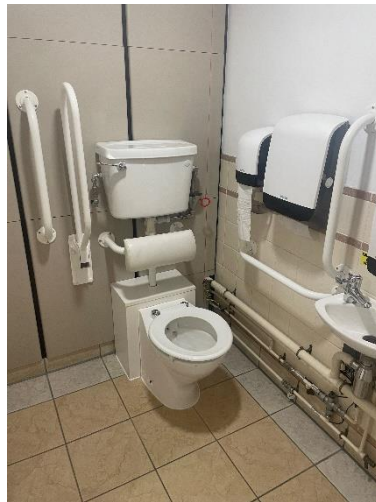
second left once you have passed the cloakroom. Our accessible toilets each have a toilet, sink, soap, mirror, panic button, a hand-dryer, hand towels and a bin.

The internal dimensions for the accessible toilet by the men's bathroom are as follows:

- 1.4m wide
- 2.10m length

The door dimensions are as follows:

- 75cm wide
- 1.90m height

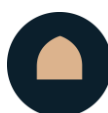


The internal dimensions for the accessible toilet in the women's bathroom are as follows:

- 1.4m wide
- 1.95m length

The door dimensions are as follows:

- 86cm wide
- 1.90m height





### *Baby Changing Rooms:*

A Parent & Baby Room can be found by our main toilets on the Lower Ground (Lift button C). It is on the first left as you enter the cloakroom just before the entrance to the men's toilets. There is a sink, soap, hand towels, a bin, baby changing unit, and a nappy bin. There are also two plug sockets, which are located 80cm up from the floor by the sink.

A Baby Changing & Nursing Room can be found in our women's toilets on the Lower Ground (Lift button C). It is on the second left once you have passed the cloakroom. There is a chair, sink, soap, mirror, hand towels, a bin, baby changing unit, and a nappy bin. There are also two plug sockets, which are located 20cm up from the floor by the chair.

### *Gender neutral and an accessible toilet:*

There is a gender-neutral toilet and an ambulant toilet on the Upper Lower Ground Floor (Lift button A1). It has a toilet, sink, soap, mirror, hand-dryer, and a bin.

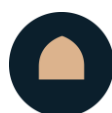
The ambulant toilet has a toilet, sink, soap, mirror, panic button, a hand-dryer, and a bin. Some wheelchairs users may be able to use this space.

The internal dimensions for the ambulant toilet are as follows:

- 1.45m wide
- 2m length

The door dimensions are as follows:

- 85cm wide
- 2m height







### Basinghall Street Entrance

Guest toilets are on the ground floor and are to the right as you enter the building. There are men's and women's toilets available. The toilets are individual cubicles. There are communal sinks, soaps, mirrors, hand towels, and bins.

An accessible toilet is on the Ground Floor and is to the right as you enter the building in between the men's and women's toilets. There is a sliding door that is not automated. Security is there to provide assistance with the door if needed. Our accessible toilet has a toilet, sink, soap, mirror, panic button, hand towels, and a bin.

The internal dimensions are as follows:

- 1.4m wide
- 2.1m length

The door dimensions are as follows:

- 72cm wide
- 2m height





The nearest baby changing facility can be found on the Lower Ground Floor (Lift button -1). This has a toilet, sink, soap, mirror, panic button, hand towels, a bin, baby changing unit and a nappy bin.

### Crypts and Livery Hall

We have two toilets, one of which is accessible and has a baby changing unit. The second is an ambulant toilet. They can both be found in between the Crypts and Livery Hall by the lift on Level -1.

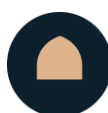
The accessible toilet has a toilet, sink, soap, mirror, panic button, hand towels, a bin, a baby changing unit and a nappy bin.

The internal dimensions are as follows:

- 2.10m wide
- 1.39m length

The door dimensions are as follows:

- 80cm wide
- 2m height





The ambulant toilet has a sink, soap, mirror, hand towels and a bin.

The internal dimensions are as follows:

- 1.13m wide
- 1.77 length

The door dimensions are as follows:

- 60cm wide
- 2m height

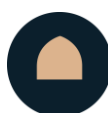


## West Wing Entrance

There is an accessible toilet after the West Wing Reception. Please take the first right and immediate right to the wooden door marked with the accessible toilet symbol. This accessible toilet has a toilet, sink, soap, mirror, panic button, hand-dryer and a bin.

The internal dimensions are as follows:

- 1.46m wide



- 1.91m length

The door dimensions are as follows:

- 76cm wide
- 2.25m height



The main guest toilets are on the Lower Ground Floor (Lift button LG). There are men's and women's toilets and an accessible toilet with a baby changing unit. There are double doors to access all the main guest toilets including the accessible and baby changing unit that are not automated.

Once in the main toilets the accessible toilet door can be opened automatically. The door can be locked manually or by touching a button. It has a toilet, sink, soap, mirror, panic button, hand towels, a bin, baby changing unit, foldable seat, and a nappy bin.

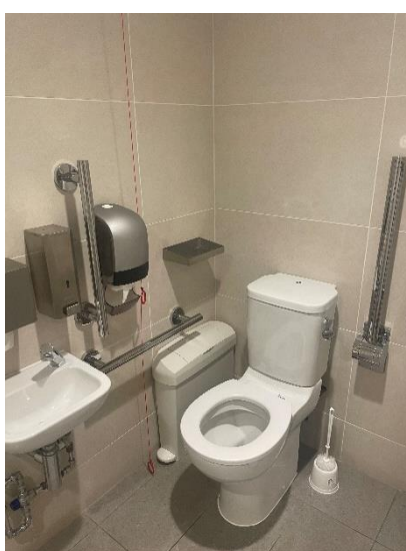
The internal dimensions are as follows:

- 1.45m wide
- 2.8m length

The door dimensions are as follows:

- 89cm wide
- 2m height





The men's and women's toilets are individual cubicles. There are communal sinks, soaps, hand-dryers, mirrors, and bins.

### Changing Places

There is not currently a Changing Places toilet facility at Guildhall. The nearest Changing Places toilet is at the Beech St Cinemas at the Barbican Centre 645m from Guildhall. It is available from 09:00 daily until the end of the last film screening, approx.

### Quiet areas

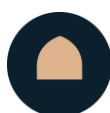
Please note that Guildhall is a hired venue and depending on the event you have been invited to sound levels will vary. If you need further details on sound, we encourage you to contact the event organiser directly.

The Art Gallery and South Ambulatory are generally quieter spaces. There are places to rest. There is not a dedicated room for restoration and recovery. If you need guidance on where these quieter locations are, please contact a member of security or event staff. There is a member of security on all entry points to the building.

We regularly have group tours and school groups onsite in the Art Gallery, who may be noisy. However, as there are many rooms in the Art Gallery, and you can usually find a quiet and peaceful space nearby. Please ask the gallery attendants for further information.

The busiest areas of the Gallery are the upper level and Roman Amphitheatre. Please note that the light levels in the Roman Amphitheatre are low to enhance the exhibition.

The Undercroft Galleries are usually the quietest part of the Gallery.



## Reflection/Prayer room

There is a room for reflection in the principal part of the building. It is not accessible without a member of staff. If you need further details on prayer rooms, we encourage you to contact the event organiser directly.

## Assistance dogs

You are very welcome to bring along your assistance dog. We recognise that without assistance dogs the visitors they support would not be able to attend. Food and water bowls can be made available on request. We do not currently have designated spending areas on site.

If you are planning to visit Guildhall with an assistance animal other than an assistance dog, please **get in touch** to discuss your visit in advance.

