



Updated May 2023 V1.0

Access Key

A customised accessibility guide

58 View Street
Bendigo Victoria
Phone 03 5434 6100
[Website](#)



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Glossary

Actively supervise - Parents and carers must have their children within eyesight at all times.

AFFL - Above finished floor level.

Black Box Style Theatre - A performance space that is usually a square room with a flat floor and black walls.

Cabaret seating - Round seating with chairs placed 2/3 of the way around, leaving an open end of each table, directing visitors' attention to a focal point.

Encore - A short performance after the main performance.

Experimental theatre - Original and creative performances that are not normally seen in more traditional styles of theatre.

TGSI - Tactile ground surface indicators. A tactile ground surface to assist pedestrians who are visually impaired. Often found on footpaths, stairs and train station platforms.

Guidelines

Thank you for choosing to use an Access Key for the Engine Room. This customised accessibility guide provides convenient information about accessing this space. Access Keys are universally designed and suitable for all people, regardless of ability.



For your Access Key to be successful, we recommend you follow these guidelines.

- Access Keys are available online to help you prepare for your visit in advance.
- Access Keys should be read and shared in an environment free of distractions.
- Access Keys can be read independently or shared with a friend, family member, carer or support worker to prepare for the visit.
- If sharing the Access Key with participant, help participant comprehend key points, consistently monitoring for level of understanding.
- If sharing the Access Key with participant, contextualised photographs can be used to summarise information and experiences.
- If using the Access Key as a reflective tool, make sure to enjoy the pivotal link between experience and recall after the visit has taken place.
- Once the visit has taken place, revisit the Access Key to celebrate success.
- Accessibility information is located on page [15](#).
- Safety information is located on page [16](#).
- Download Access Key in its entirety - 17 pages in total.



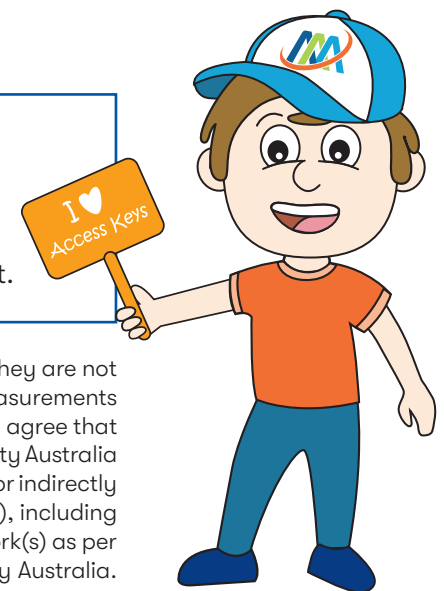
**Access
Ability
Australia**

Access Keys are designed and developed by [Access Ability Australia](#).

To view the full range of free Access Keys available, go to [AAA Library](#).

For Access Keys in Braille or audio, please [Contact Us](#).

Please complete our short [feedback form](#) to help us ensure continuous improvement.



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Did You Know?

- The Engine Room is operated by [Bendigo Venues and Events \(BV&E\)](#), a work unit of the City of Greater Bendigo. BV&E operates a suite of venues and performing arts facilities including, The Capital, Ulumbarra Theatre, The Engine Room, Dudley House Gallery and the Bendigo Town Hall.
- The Engine Room has a 120-person capacity, depending on the configuration of the room.
- Please view the City of Greater Bendigo's [Health and Wellbeing Plan](#) and [Council Plan 2021 – 2025 Mir wimbul](#).
- The City of Greater Bendigo is committed to ensuring that the way people move around the city, access information and buildings, and their overall experience within the community is inclusive and accessible. The Engine Room has been designed to allow people of all abilities to access performances and events.
- The Engine Room is a former Fire Station which served the Bendigo community up until 1983. The building has been leased by the Bendigo Regional Arts Program since 1990. It is now a vibrant community space, ideal for conventions and events, as well as intimate performances or displays.
- Events and performances occur in the Drama Studio on the ground floor of the building.
- The Engine Room can accommodate a range of smaller performances and events. Visit [What's On](#).
- The ground floor Drama Studio is available for [hire](#). It is an ideal location for smaller scale meetings or events, or to stage an intimate performance or display. The venue can be reconfigured to create whatever space your event requires. For more information, please call the bookings coordinator on 03 5434 6100.
- It is recommended that visitors arrive at least 15 minutes before the beginning of a performance.
- Follow Bendigo Venues and Events on [Facebook](#) and [Instagram](#).
- To provide feedback, contact us on 03 5434 6100 (9am to 5pm, Monday to Friday) or visit our [website](#).

Acknowledgements

The City of Greater Bendigo acknowledges the Dja Dja Wurrung people as the Traditional Owners and original custodians of this land. We pay our respects to their Elders past and present.

The City of Greater Bendigo would also like to acknowledge the support and assistance provided by Access Ability Australia in helping to prepare The Engine Room Access Key.



Getting There

The Engine Room is located at 58 View Street, Bendigo. It is next door to Dudley House and The Capital and is part of the Bendigo Arts Precinct.

See [Google Maps](#).

Train

The V/Line regional train from Southern Cross Station, Melbourne to Bendigo will get you there. The nearest railway station is Bendigo Station, 1.2 kilometres from The Engine Room.

Bus

The nearest bus stop is at the Queen Elizabeth Oval on View Street, Bendigo, 100 metres from The Engine Room. Use the regional Eaglehawk bus.

For further information on how to get to The Engine Room, please visit [Public Transport Victoria](#).



Parking

The most convenient parking for The Engine Room is at the Queen Elizabeth Oval, behind The Engine Room.

There is:

- one accessible parking bay in front of the The Capital, 15 metres from entrance to The Engine Room
- two accessible parking bays at the Queen Elizabeth Oval, 105 metres away from the entrance
- a 15-minute parking zone on View Street, at the front of the The Capital. This area is also used as a drop off zone
- general parking on surrounding streets throughout the [Bendigo Central Business District](#). Metres and time restrictions may apply.

The City of Greater Bendigo has Pay-by-Plate smart parking meters. Coins or credit cards are accepted.

Buses drop off visitors outside the front of the The Capital, or park at the nearby Queen Elizabeth Oval.

Bike racks can be found outside the front of The Capital.



Welcome

Welcome to The Engine Room.

Access from the street is flat and via a manual door opening inward with a clearance of 840mm.

Visitors then enter a hallway which leads into the Drama Studio on the ground floor.

The Engine Room is open one hour prior to any performance or event.

Our Box Office, located at The Capital, is open 9am to 5pm, Monday to Friday.



The Engine Room

Ground Floor

View Street

1

Drama Studio

Courtyard



Legend

- Drama Studio
- Courtyard
- Dressing room
- Kitchen
- Staff Only
- 1 Entrance



bv &e



Staff

Front of House staff wear casual clothes with name tags.

Ushers wear all black clothing with a pink lanyard and name tags. They may also have radios and ear pieces.

The Engine Room is staffed during performances and events, including one hour prior.

Staff are available at the Box Office from 9am to 5pm, Monday to Friday.

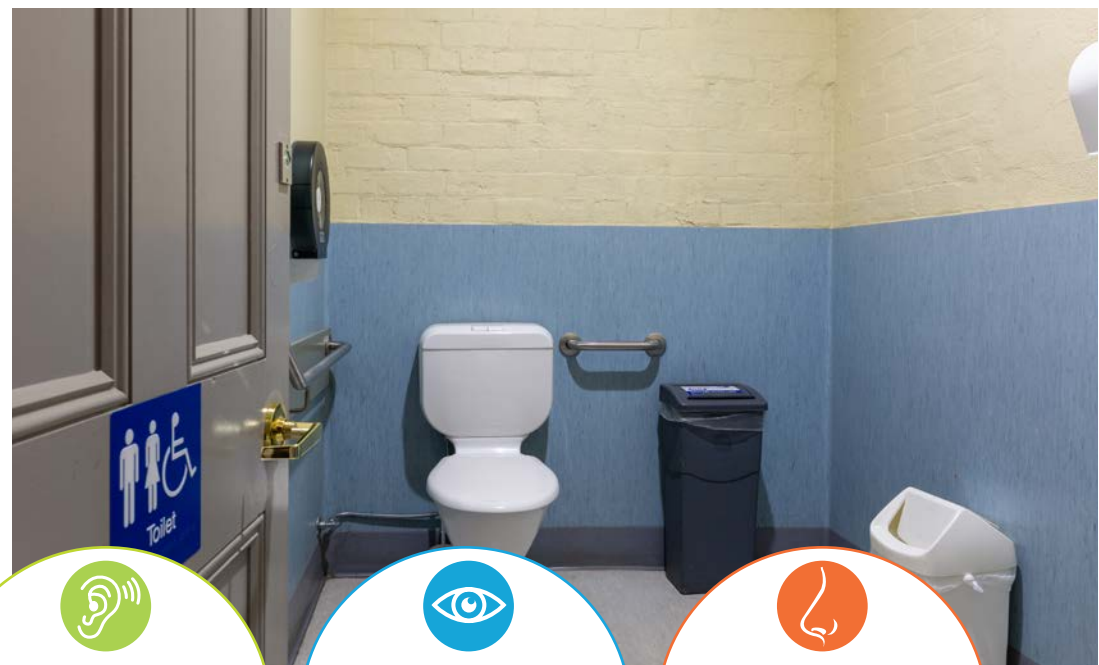
Toilets

Accessible Toilet Location: Ground floor, at the rear left of the Drama Studio. Access is through a hallway screened by a curtain.

Includes:

- one unisex, accessible toilet with artificial lighting
- manual door opening inward. Door clearance of 800mm. Twist lock at 1250mm AFFL
- cubicle space 1800mm x 2280mm
- grab bars to the right and behind toilet
- toilet seat at height 480mm AFFL with right hand transfer
- sink height 885mm AFFL with twist tap at 930mm AFFL.

Separate male and female toilets are located after The Engine Room entry doors, in a hallway to the right.



Feel

Change in ground surface
Shared personal space
(excl accessible)



Sounds

Echo | Fan
Hand dryer
(excluding accessible)
Toilet flushing
Water running



Sights

Bright Lights
Mirror/Reflection



Smells

Air Freshener
Bathroom smells
Disinfectants

SENSORY GUIDE

Ticketing

To purchase tickets for shows at The Engine Room:

- book online via www.gotix.com.au
- phone our Box Office on 03 5434 6100
- visit our Box Office at The Capital, 50 View Street, Bendigo. The Box Office is open Monday to Friday from 9am to 5pm.

It is requested that all visitors pre-book accessible seating by calling the Box Office on 03 5434 6100 or by visiting the Box Office.

The Engine Room can be made up to various configurations that can include spaces for wheelchair users on request.

Companion cards must be presented at the time of booking.

Cash or EFTPOS is accepted.

If visitors require assistance upon arrival, please see a staff member.



Drama Studio

Location: at the end of the entrance hallway.

Entry is via manual doors opening outward with a clearance of 730mm. These can be opened to double doors with a clearance of 1450mm.

The Drama Studio seats 120 people depending on the configuration of the room.

It is utilised for intimate performances, experimental theatre, events and displays.

When used as a Black Box style theatre, the Drama Studio includes a tiered seating bank of 94 seats that can be retracted when not in use. The tiered seating consists of seven rows of fixed retractable seating.

When the tiered seating bank is retracted, the room can be configured with a variety of alternative seating arrangements, including cabaret seating for performances and training sessions, or open space for events.

The doors to The Engine Room open one hour prior to performances and events.

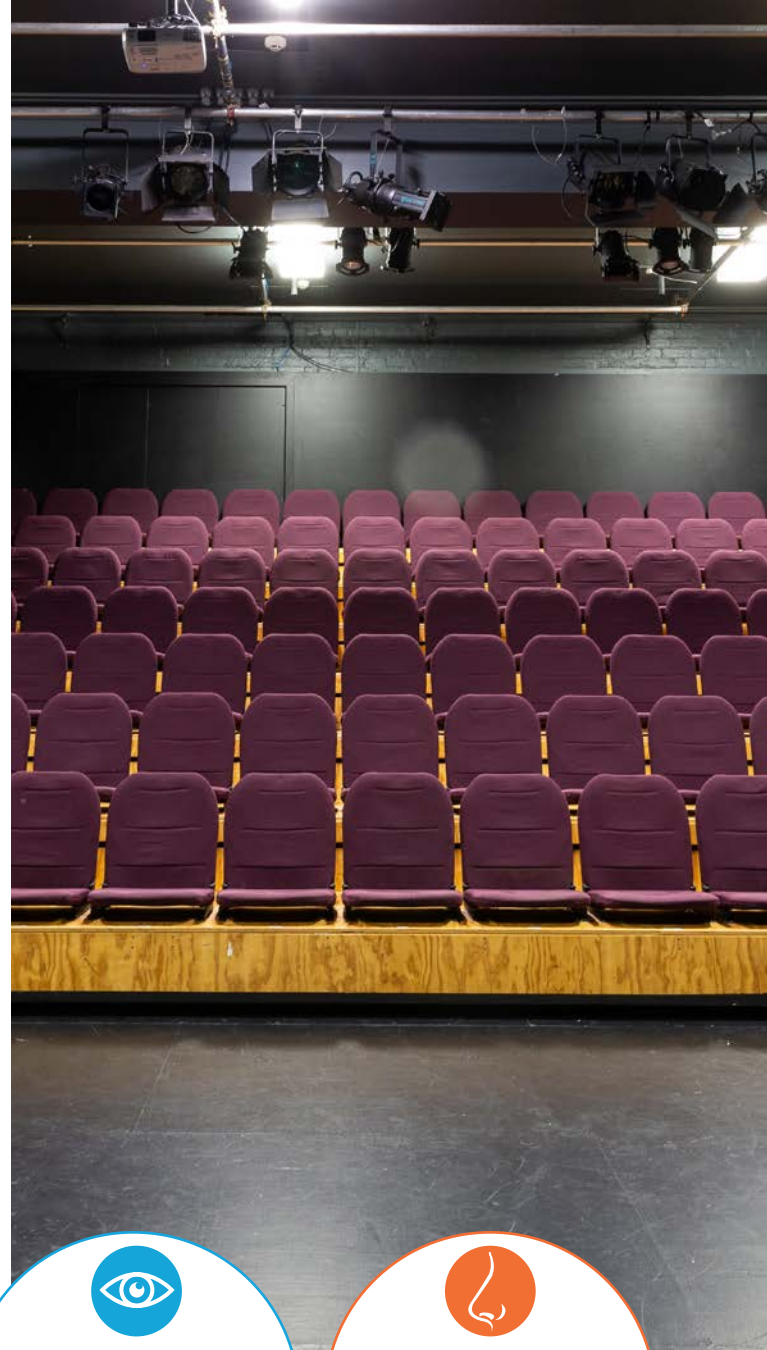
House lights remain on during pre-show admission.

House lights are turned off for most performances.

Front of House Staff are available to check tickets, provide directions and help visitors to seating if required.

Allocated seating is displayed on tickets.

Row and seat numbers are displayed on the floor under each chair.



SENSORY GUIDE



Feel

Change in ground surface
Heating/Cooling
Shared Personal Space



Sounds

Applause
Music
Performance/Narrator
People



Sounds

Restractable seating
Sound effects
Wrappers crinkling



Sights

Special effects smoke
Stair lighting
Vivid entertainment
Varied lighting
Visual effects



Smells

Food/Drink
Perfumes
Special effects smoke

Performances

Events enjoyed at The Engine Room may include small theatrical performances, experimental theatre, dance, comedy, music, drama classes and workshops. It is the venue for the Bendigo Writer's Festival and Bendigo Festival of Exploratory Music.

Information on upcoming performances can be found on our [website](#).

Food and drink may be consumed in the theatre, excluding hot food and drinks.

Some performances may have one or more intermissions. This is dependent on the type of show and the duration of the performance. If an intermission is available, full house lights will come on.

During intermission, visitors may wish to leave or remain in the theatre.

Staff at The Engine Room will inform visitors when it is time for intermission to end. Intermissions generally last 20 minutes.

Signs will be on theatre entry doors to advise if a performance has strobe lighting, haze, loud noises like gunshots or bright lights.





Theatre Exit

At the end of performances and events, full house lights will come on to indicate it's time for visitors to leave.

Some shows may occasionally have an encore. In this case, house lights will remain off. At the end of the encore, full house lights will come on.

Visitors are requested to leave in an orderly manner. Walking only.

Ushers and Front of House staff are available to guide visitors to exits, including visitors with mobility requirements.

Accessibility

Throughout

- Taped phone message with information about services and events.
- Clear path of travel from outdoor to indoor areas.
- External terrain of asphalt.
- Varied internal terrain of carpet and wooden floor.
- Clear wheelchair circulation space. Please inform Box Office of accessibility requirements.
- Spaces for a person using a wheelchair to sit with friends.
- Discounted entry prices for holders of government issued pension cards and Companion cards.
- Storage for mobility aids. Please inquire with staff.
- Disposable ear plugs on request.
- Pen and paper for exchanging information.
- Staff available to read information to visitors.
- Assistance animals welcome.
- Background music can be turned down on request.
- Staff very accommodating to people of all abilities.
- City of Greater Bendigo customer service team are accredited with Scope Communication Access Symbol, have access to National Relay Service and TIS if needed.
- Relay service friendly. Use the National Relay Service to contact the Engine Room on (03) 5434 6100. Find the right contact number or access point for your NRS channel of choice at accesshub.gov.au/about-the-nrs. For help using the NRS, contact the NRS helpdesk accesshub.gov.au/about-the-nrs/nrs-helpdesk
- To contact council in your own language through the Translating and Interpreting Service (TIS) phone 13 14 50 and ask them to contact the City of Greater Bendigo on 1300 002 642.



The Drama Studio

- Hallway path from entry doors to drama studio with length 3m and gradient 1:13 (8%).
- Round tables height 750mm AFFL with knee clearance 720mm AFFL.
- Trestle Table height 735mm AFFL These are the measurements from the tables at The Capital.
- Chairs with backrests.

Safety

Throughout

- Pedestrian crossing from View Street to the The Capital, next door.
- Patrolled pathways and nearby carparks.
- No smoking.
- Wet floor signage may be displayed.
- All staff with Working with Children Checks.
- Evacuation maps.
- Fire wardens on site.
- First aid kit located backstage.
- Defibrillator located on the ground floor foyer, opposite the staircase, of The Capital (next door).
- Children to be actively supervised at all times.
- Walking only.
- Illuminated exit signs.
- Audible alerts in the case of an emergency.
- In the event of an emergency, staff will help and direct visitors. If there is to be an evacuation, visitors will be directed to the nearest exit and designated assembly area.

- For updated information on our COVID policy, please visit our [website](#)

Male and Female Toilets.

- Step to toilet hallway difficult to see when lights are down during performances.
- Uneven ground through hallway to toilets.

Drama Studio

- Tiered seating bank with stair nosing and lighting.
- Tiered seating bank comes out 2 metres from the wall when retracted.



Contact

Street Address:

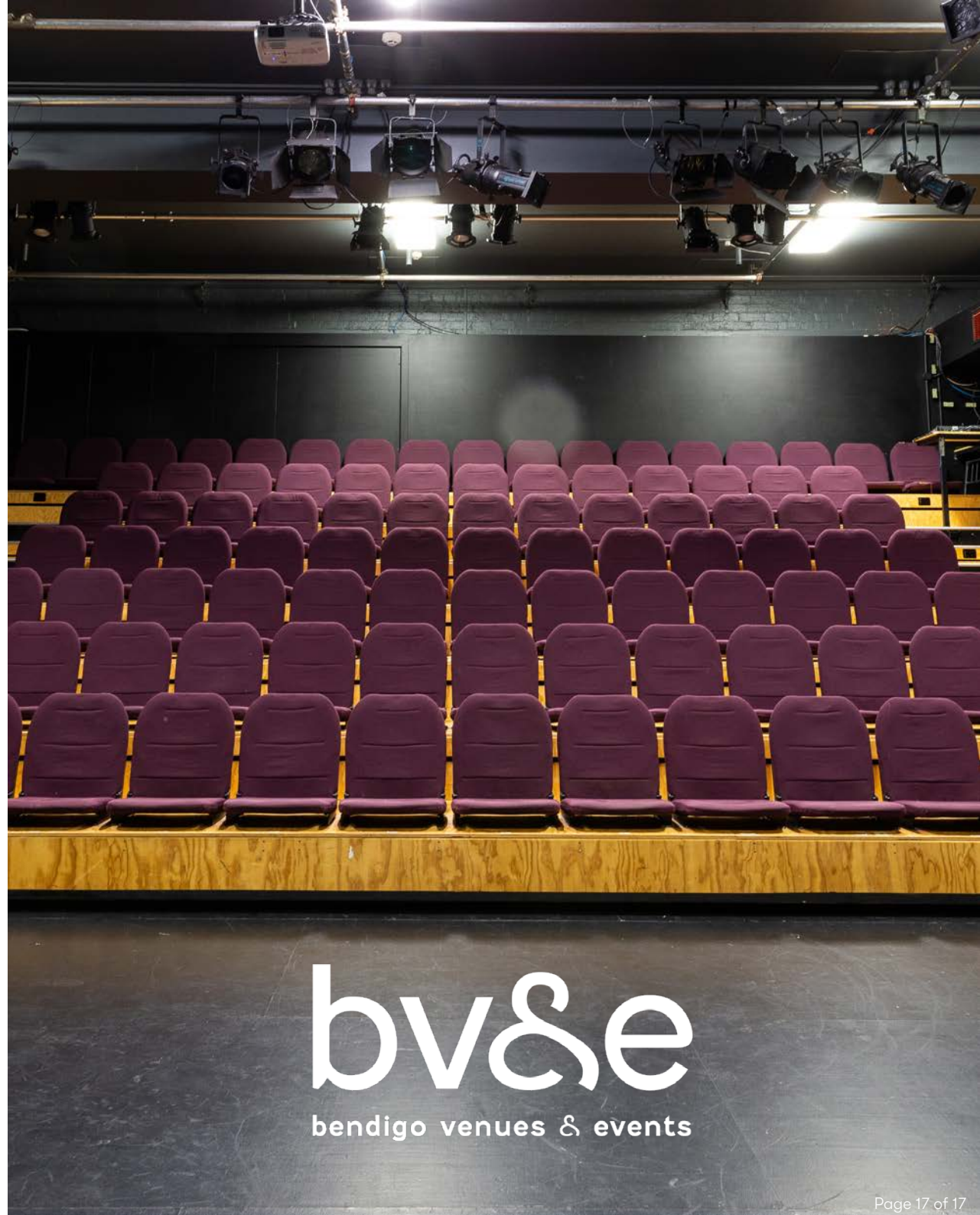
58 View Street
Bendigo Vic 3550

Mailing address:

Bendigo Venues and Events
PO Box 733
Bendigo Vic 3552

Phone: 03 5434 6100

[Website](#)



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bendigo venues & events