

Health and Safety

The Apollo Victoria Theatre is licensed by the City of Westminster licensing authority. As a venue we conduct regular health and safety, fire safety and environmental safety tests periodically throughout the year, making us fully compliant with all current legislative policies. The Apollo Victoria Theatre has emergency plans for all foreseeable incidents and has trained members of staff on duty at each performance who can deal with any situation that may arise.

Venue Evacuation Policy

The Apollo Victoria Theatre is fitted with a fully compliant fire alarm and evacuation system. An evacuation will be made apparent by the Duty Manager advising the audience of the situation and asking audience members to follow the instructions of staff. All exits will be manned during an evacuation by staff who will advise you of the quickest route. We have enclosed a seating plan showing all seating and fire exits in the auditorium.

We strongly advise that you pre-arrange a meeting point with your students, to be used in the event of an evacuation. Our suggestion would be the **Double Tree Hotel** which is to the rear of Victoria Station. We have included a map below for your information. This is also the meeting point for venue staff who will be on hand should you require further assistance.

First Aid

The Apollo Victoria Theatre has multiple first aiders on duty at each performance, covering all levels of the building. First aid kits, automatic defibrillator machines and oxygen are stored in several accessible areas around the theatre. The nearest hospital is Guy's and St Thomas', Westminster.

Risk Assessment

Should you need to visit the venue to carry out a risk assessment before your visit please contact Theatre Management on 0207 834 6318. The venue also has its own risk assessment for school visits which can be sent out on request, but please note that this is intended as a guide and should not replace your own.

Food Safety and Hygiene

All food that can be purchased within the venue is served in sealed packaging. All ice cream is kept at the optimum frozen temperature at all times. Allergen information and ingredient information is available on our products. Please ask a member of staff for this information.

Conduct

If students misbehave during their visit, staff will alert the leading member of the school party advising them of the theatre policies and procedures concerning disruptive members of the audience. If any group or individual are seen to be a disturbance to others, they may not be permitted into the auditorium or may be asked to leave by the Duty Manager.

Security

The safety and security of all of our customers is taken seriously. Bag searches are in operation at the venue and we ask that all individuals cooperate. No belongings should even be left unattended in or around the venue. Every individual needs a ticket to gain entry into the venue.

We advise that you arrange a pre-agreed meeting point within the venue, in the event of your party becoming separated or a member of your party lost. Please ensure you inform a member of theatre staff, so they can assist in locating the individual(s).



Fact Sheet

Getting here:

The Apollo Victoria Theatre is situated between the parallel streets of Wilton Road and Vauxhall Bridge Road (see map).

Transport Links:

| | | |
|---------------------|---------------------|--------------------|
| Tube Station | Victoria | 0.1 miles (0.2km) |
| | St. James Park | 0.5 miles (0.8km) |
| Railway Station | Victoria | 0.1 miles (0.2km) |
| Coach (bus) Station | Victoria | 0.4 miles (0.6km) |
| Motorway Junction | M2, Junction 1 | 6 miles (9.6km) |
| Airport | London City Airport | 8.5 miles (13.6km) |

Victoria tube station is on the Victoria, Circle & District lines. St. James' Park tube station is on the Circle & District line.

On arrival:

We ask that all groups use the **Vauxhall Bridge Road** entrance (see map).

Coaches can drop and pick up all groups from outside these main doors but are not permitted to stay here throughout the visit. Please note the venue is in the middle of a ring road and therefore both streets are one direction only.

If you do not already have your tickets, one adult leader should report to the Box Office on the Wilton Road side of the venue to collect them. Each individual will then need to be provided with a ticket.

We ask all group parties to arrive prior to 2pm/7pm to allow you to collect tickets, distribute them, use venue facilities and find your seats in good time to the performance starting promptly at 2:30pm/7:30pm.

Please be aware that large groups will be held outside the venue prior to the auditorium opening as the venue does not have the space to hold large groups in the Foyer area.

Timings:

| | | |
|------------------|--------|---------|
| Auditorium opens | 2pm | 7pm |
| Show starts | 2:30pm | 7:30pm |
| Show ends | 5:15pm | 10:15pm |
| Venue closes | 5:30pm | 10:30pm |

Please note: Should you be running late for the start of the performance we ask that you contact the venue to inform us (please call 0207 834 6318). If your party arrives less than 2 minutes before, or once the performance has already started, you will be held in the Foyer to watch the show on a screen provided for up to 25 minutes.

Please follow the instructions of venue staff who will ensure that you are seated as quickly as possible, while avoiding disruption to other patrons.

| | |
|-----------|------------|
| Act one: | 90 minutes |
| Interval: | 20 minutes |
| Act two: | 60 minutes |

Facilities:

The Apollo Victoria Theatre has bars, kiosks and merchandise outlets at various points throughout the theatre. Please note that all drinks, including alcohol, can be taken into the auditorium. The venue exercises a strict Challenge 25 policy. Ice creams, sweets and soft drinks are available from all kiosks as well as being available inside the auditorium throughout the incoming and interval. We also have an at seat service – Ordertorium – should you want your group to stay in their seats. This service can be used by ordering directly with the staff in the auditorium, or through the Ordertorium app (available on iTunes and Android stores).

Pre-orders on selected products can also be made (see Pre-order form). Payment can be made prior to your visit or on the day and all the items are then delivered to your seats. Please send completed forms to apollovictoriamanagment@theambassadors.com

A cloakroom is available for those wishing to leave coats and bags at a charge of £1 per coat and for small items, and £2 for larger items. Please be aware that suitcases and other large bags are not permitted into the venue. A left luggage facility is available in Victoria Station. Details can be found on this website www.left-baggage.co.uk

Booster seats are available at several points throughout the venue.

Toilets are located across all levels of the venue, both inside and outside the auditorium. There is an accessible toilet in the main foyer.

Extra Information:

If you have any party members with access requirements please contact us before your visit, to enable us to make sure that a staff member is on hand to assist with the venue lifts and any other access needs there may be. We can also provide information on lighting effects that take place during the show. Further information can be obtained by phoning us on 0207 592 1397 or by emailing apollovictoriaaccess@theambassadors.com

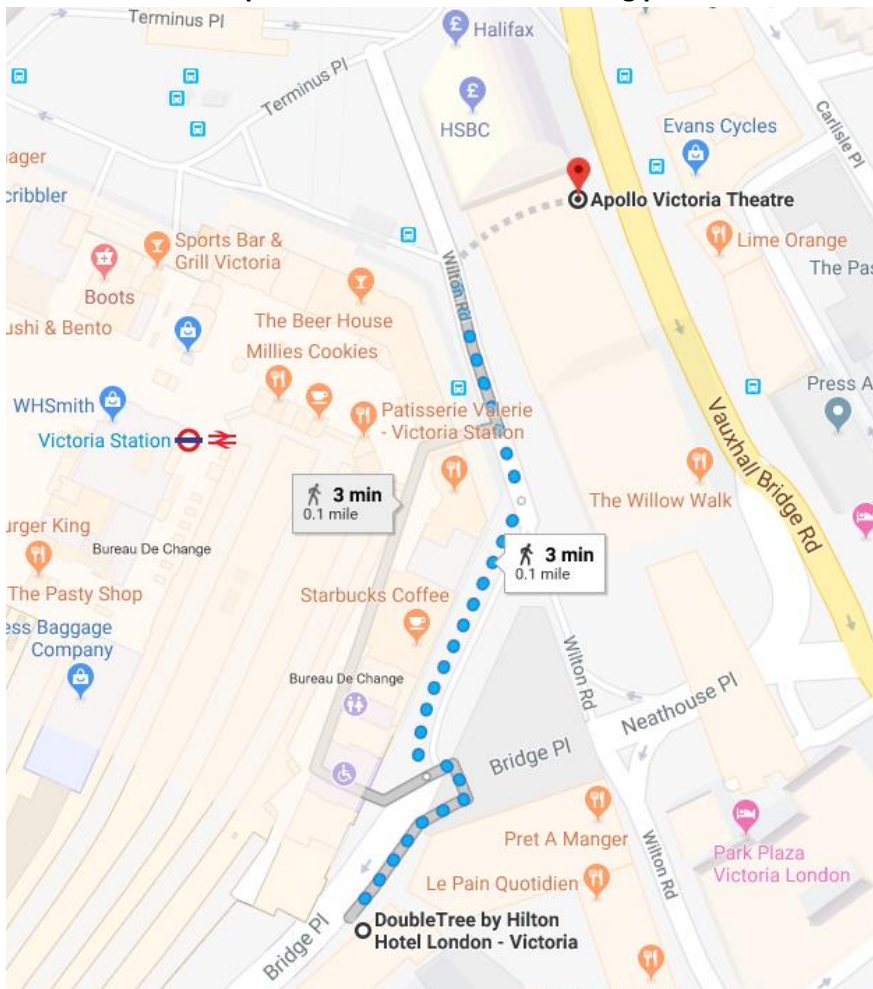
Children under the age of 3 cannot be admitted. The show is recommended for ages 7+. All guests aged 15 or under must be seated with an accompanying adult and all persons attending, regardless of age, must have a ticket. With groups, adults should be seated within the party rather than together in one row/area.

During the show all customers are required to turn off their electronic devices as their use is not permitted. Should this not be followed individuals or parties may be asked to leave the venue as it is as distracting for the Actors as it is for fellow audience members.

A map of the general Victoria area



A map of the fire evacuation meeting point





THE APOLLO VICTORIA THEATRE

The Apollo Victoria Theatre

Front of House

Schools Pre Order Form



Name on booking: _____ Seat Nos. _____
Date of performance: _____
Time of performance: _____

| BEECHDEAN ICE CREAM TUB | | £3.50 | each | No req'd | TOTAL £ |
|-------------------------|----------------------|-------|-------|--------------------------------|----------------------|
| Vanilla | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Chocolate | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Strawberry | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| SUB TOTAL | | | | <input type="text" value="0"/> | <input type="text"/> |

| LOSELEY ICE CREAM TUB | | £4.50 | each | No req'd | TOTAL £ |
|--------------------------------|----------------------|-------|-------|----------------------|----------------------|
| Eton Mess | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| Luxury Vanilla | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| Strawberries and Clotted Cream | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| Belgian Chocolate | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| Peppermint Stracciatella | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| Treacle Toffee | <input type="text"/> | x | £4.50 | <input type="text"/> | <input type="text"/> |
| SUB TOTAL | | | | <input type="text"/> | <input type="text"/> |

| SOFT DRINKS | | From £2.70 | each | No req'd | TOTAL £ |
|--|----------------------|------------|-------|----------------------|----------------------|
| Still water | <input type="text"/> | x | £2.70 | <input type="text"/> | <input type="text"/> |
| Sparkling water | <input type="text"/> | x | £2.70 | <input type="text"/> | <input type="text"/> |
| Pepsi | <input type="text"/> | x | £3.70 | <input type="text"/> | <input type="text"/> |
| Pepsi Max | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| 7up Free | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| (further drinks will be available for purchase on the day) | | | | | |
| SUB TOTAL | | | | <input type="text"/> | <input type="text"/> |

| CONFECTIONERY | | From 3.5 | each | No req'd | TOTAL £ |
|---|----------------------|----------|-------|----------------------|----------------------|
| Giant Chocolate Buttons | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Caramel Nibbles | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Twirl Bites | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Wine Gums | <input type="text"/> | x | £3.50 | <input type="text"/> | <input type="text"/> |
| Pick 'n' Mix Tub | <input type="text"/> | x | £5.00 | <input type="text"/> | <input type="text"/> |
| (further confectionery items will be available for purchase on the day) | | | | | |
| SUB TOTAL | | | | <input type="text"/> | <input type="text"/> |

| PROGRAMMES | | £8.00 | each | No req'd | TOTAL £ |
|------------------|----------------------|-------|-------|----------------------|----------------------|
| Wicked Programme | <input type="text"/> | x | £8.00 | <input type="text"/> | <input type="text"/> |
| SUB TOTAL | | | | <input type="text"/> | <input type="text"/> |

| | | | | | |
|---------------------|--|--|--|----------------------|----------------------|
| TOTAL TO PAY | | | | <input type="text"/> | <input type="text"/> |
|---------------------|--|--|--|----------------------|----------------------|

Payment can be made by post, sending a cheque with your order form to:
Apollo Victoria Theatre Management, Apollo Victoria Theatre, 17 Wilton Road, London. SW1V 1LG.
Cheques should be made payable to Ambassador Theatre Group (Venues) Ltd.
For card payments please call: 0207 592 1397 and send completed forms to
apollovictoriamanagement@theambassadors.com