**Access strategy document for civil ceremonies**

Purpose: outlining accessible access to the licensed parts of the premises for civil ceremonies

At VENUE, the licensed parts for ceremonies and weddings are accessible to all. Additional accessible facilities are in place on the designated events floor, including sanitary facilities, mobile equipment, as well as specific emergency processes and procedures.

To outline the guest journey, upon arrival guests are invited to enter the premises via our entrance on STREET. This access point is step free and manned by our doormen throughout the day and evening. There are accessible sanitary facilities on this floor if required.

From entering VENUE, the guests will go to our elevator bank, located in the middle of the lobby to take them to Level 6. All elevators are step free, and have call buttons which are easy accessible on a 120 cm height. The elevators are fitted out with a hearing loop for any announcements.

The licensed parts for ceremonies are located on the 6th floor, where guests will be greeted by our hostess team and shown to the ceremony room. A total of 4 event spaces are licensed and each have step free access. There are 2 outdoor terraces which have a step to access, portable ramps will be provided to allow wheelchair users access to these areas when required.

The door width for all event spaces is a minimum of 90 cm, and mostly 129 cm with double doors.

On the 6th floor, there are 2 accessible bathrooms, located on either side of the floor to allow for easy access. They both are equipped with emergency call buttons and cords, as well as emergency beacons and have a tiled surface. Additional grips and handles, lowered sinks plus wide doorframes are in place.

The two emergency exit routes closest to the accessible bathrooms are designated refugee points with an intercom system; both are equipped with evacuation chairs and fire extinguishers.

Automatic doors are in place at one of these refuge points.