





The Townhall Visual Guide



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Car Park

Parking is available on Townhall Street. There are several bluebadge spaces close to the Townhall.

Visitors are advised not to use these spaces unless entitled to do so, with their Blue Badge clearly displayed.

You can drop visitors off at the main entrance door or at the rear of the Townhall.

Getting to the Entrance

There are two entrances into the venue:

- Front entrance with steps
- Side entrance with level access.

There are dropped kerbs along the footpaths at the front and rear of the building.

To access reception, please use the phone at the right hand side of the foyer to call a member of staff.

To access the side entrance please ring the buzzer to alert a member of staff.



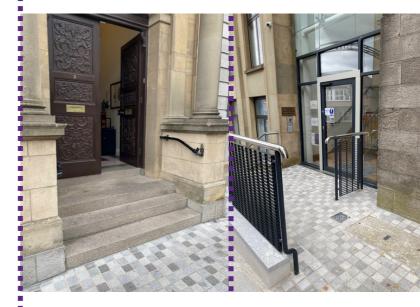


See

- Grey road
 - Benches
- Grey paving
- Flowers
- Silver and
 - Trees grey bollards • Birds
- Cars
- People

Hear

- Talking
- **Traffic**
- **Birds**
- Door bell



Reception

The reception counter is on the right hand side of the main reception area.

There is a lowered counter on the right hand corner of reception. It has a hearing loop system available.

A member of staff will help you with your query.

A lift is available to all floors.

Meeting Rooms

The meeting rooms are on the ground floor level.

They have level access, white walls and carpeted flooring.





See

- Wooden doors
- StairsFront desk

Carpet

- White & green walls
- Posters

Staff &

- Windows
- visitors
- Tiled floors

- Talking
- Front door bell
- Telephones ringing

Smell

Hear

- Aftershave / Perfume
- Food from canteen





Committee Room

The Committee Room is located on the left hand side of the main foyer.

It has wooden flooring and stained glass windows.

The tables and chairs are wooden and can be arranged to suit the visitors.



Marriage and Civil Partnership Ceremonies are held in this room.

It is on the ground floor and has orange walls and orange/cream carpet.

The wooden chairs can be arranged to suit the attendees.



See

- Wooden doors
- Cream walls
- Windows
- Carpet
- Display cabinet
- Posters
- Staff & visitors

Hear

- Talking
- Front door bell

- **Smell** Aftershave / Perfume
 - Food from canteen



Chamber

The Chamber is located on the first floor.

The Chamber is a room used to hold Council meetings. Each seat is allocated to Councillors and Staff Officers.

There is a platform lift to the raised area for the Committee Chairpersons and Officers.

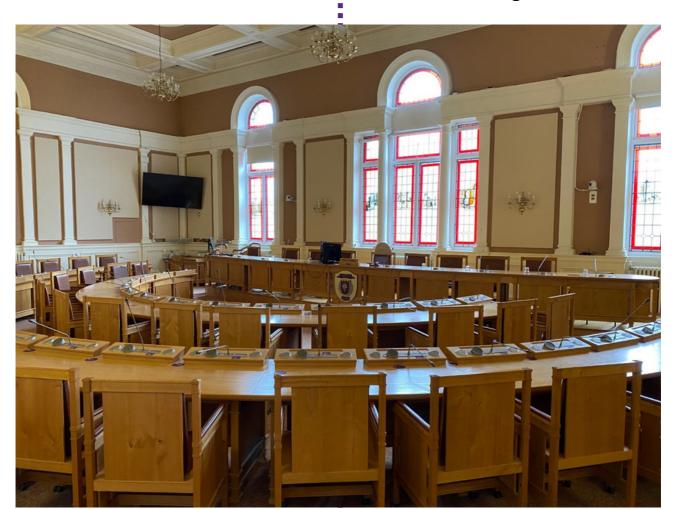
The room has cream walls and orange/ cream carpet. The windows are stained glass.



See

- Cream walls
- Windows
- Patterned carpet
 Seats
- Chandeliers
- Desks
- Councillors
- Staff

Hear • Talking





Toilets

The toilets are located on the right-hand side of the corridor on the ground floor.

The toilets have an accessible cubicle.

Another Accessible Toilet is available on the basement level.

Emergency alarm cords are installed beside the accessible toilets.





See

- Sink
- Cubicles
- Toilet
- Hand dryer

- **Hear** Flushing
 - Water running
- Hand dryer blowing

Smell • Cleaning Products

