

Darlington Arts Centre

Technical Information

Arts Theatre and The Studio

Dear Company Manager,

Enclosed please find current technical information and general risk assessments that should be useful to you when you bring your production to the Arts Centre.

Can you please let us have your technical information and any production-specific risk assessments as soon as possible and definitely no later than 14 days before you are due to arrive here- this will enable us to make your visit to the Arts Centre as successful as possible

One common question regarding prerigging- this may be possible on the day of your getin as long as;

- The space you are playing in is available for prerigging before your arrival time
- You have provided us with an appropriate lighting plan drawn with regard to our equipment and to the dimensions of the space you are playing in.

With regard to the above, please note that the seating layout in both spaces varies from production to production- call if you are not sure what format your show is being presented in.

Hopefully the enclosed information will enable you to plan your visit here- any queries please either email to artstechnical@darlington.gov.uk or call us on 01325 348870

Regards,

A handwritten signature in black ink, appearing to read 'Adam Nix', written in a cursive style.

Adam Nix
Technical Manager, Darlington Leisure & Arts

Unfortunately we are usually unable to prerig LX (other than on the day of your performance) since all spaces are in constant use.

ARTS THEATRE

Control	Strand 520i , riggers control available.
Dimmers	45 x 2.5kw via patchfield to 120 ways around the theatre- control by DMX512 or analogue 0 to +10v All patch outlets are 15A sockets. 6 x IWB on the grid plus FOH bar have 12 sockets each 6 sockets at each corner of the stage at ground level 6 sockets on each FOH side bar (height approx 3500)
Basic Rig	10 x Strand 743 1k fresnel c/w barn door 16 x Selecon 1.2kw fresnel c/w barn doors 2 x ETC Source 4 36° profile 2 x ETC Source 4 50° profile
Sound	There is no permanent sound rig in the theatre- control and speakers are installed as required for each event. Small sound rigs (pre-recorded only or limited live) can be operated from the LX box by the LX operator.
Stage	Fixed grid, height to bars (standard scaff) 4500mm. Bar loadings- 200kg per bar distributed, 50 kg max point load. Black tabs on tab track upstage (to hide the back wall) Black serge legs on tracked (up and down stage) bars for wing masking
Stage Management	No Q lights No backstage calls currently available Techpro 3-wire comms system available between LX box, backstage and FOH sound positions.

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THE STUDIO

Control	Strand 300, 72 submasters available but no Ethernet, MIDI or riggers options installed.
Dimmers	64 x 2.5kw dimmers hardwired to 8 IWBs (8 x 15A sockets on each bar) controlled by DMX512
Basic Rig	22 x Strand 743 1k fresnel most with barn doors 5 x Sil 30 1k profile 2 x ETC Source 4 36° profile
Sound	There is no permanent sound rig in The Studio- control and speakers are installed as required for each event. Space is available next to the LX desk for control.
Stage	Fixed grid- height to bars 5065 mm Bar loadings- 300kg per bar distributed, 50kg max point load Tracked blacks (serge) permanently installed- enough to hide the (mirrored) back wall and wrap round to the fire exits. No wings therefore no wing masking.
Stage Management	No Q lights No backstage calls currently available Techpro 3-wire comms system available between FOH control position and backstage

SHARED EQUIPMENT- The items below serve a number of spaces and purposes within the Arts Centre, the Civic Theatre and elsewhere in the town. It is **ESSENTIAL** that we receive your technical requirements as soon as possible to allow us to schedule equipment appropriately.

Lanterns

6 x ETC Source 4 750w Zoom profiles 15/30
12 x Source 4 Par (575w)
6 x Selecon 1k floods
2 x ETC Source 4 36° profile
2 x ETC Source 4 50° profile

Rigging

8 x tank trap boom bases
8 x 2.5m booms
Some boom arms (16 at the last count but varies.....)
Some gobo holders and irises for the profiles
A few assorted gobos
Limited Lee colour stock

Dressing Rooms

2 large accessible dressing rooms on the ground floor (these are shared between the Studio and the Arts Theatre so may not both be available) both with ensuite showers.

2 large dressing rooms available on the 1st floor (no lift access)- these are also shared between the Studio and the Arts Theatre. Showers and toilets also on the 1st floor

Ironing board, iron and kettle live in the ground floor rooms.

Access Equipment

Baby tallescope
Medium Zarges
Small and medium A-frame step ladders

Access equipment is only to be used by competent persons under the supervision of Darlington Arts staff.

NB For various reasons it is not always possible to get the tallescope into The Studio- thus any rigging and focusing may have to be done from the Zarges which can be a bit slow.

NB 2 Any 'FOH' rigging and focusing in The Studio **MUST** be completed before the seating rake is deployed

GENERAL INFORMATION/REQUIREMENTS

Control Of Substances Hazardous to Health

If you are touring any sort of substances which have particular storage or handling requirements they will require assessing under the COSHH regulations. If you send us all relevant information in advance of your arrival it will make your get-in a lot smoother. **IF YOU DO NOT SEND THIS INFORMATION IN ADVANCE, ANY SUCH SUBSTANCES THAT YOU DO BRING WILL NOT BE ALLOWED INTO THE BUILDING** until they have been inspected and assessed by the Borough Council's Safety Officer- **THIS CAN TAKE DAYS**

ELECTRICAL SAFETY

Any electrical equipment brought into the venue must be maintained and documented as required by the Electricity at Work Acts and general Health and Safety Legislation- any relevant documentation to be made available at or before the get-in. **THIS APPLIES TO EQUIPMENT BEING USED IN DRESSING ROOMS AND WARDROBE AND PERSONAL BELONGINGS OF YOUR CAST/CREW AS WELL AS STAGE EQUIPMENT**

Darlington Leisure & Arts reserves the right to refuse to connect an electrical supply to any electrical equipment deemed unsafe or unsatisfactory by our technical staff- any repairs or replacement equipment necessary to the proper presentation of a production to be the sole responsibility of the visiting management.

RIGGING EQUIPMENT

Please ensure that any overhead rigging equipment is designed for the task that you are using it for, is uniquely identifiable, that all load-bearing elements are indelibly marked with their safe working load and that all test certificates are available for inspection at or before your get-in.

IF YOU DON'T HAVE ANY TEST CERTIFICATES THEN GET THEM NOW FROM YOUR SUPPLIER/HIRE COMPANY.

IF THEY DON'T HAVE ANY TEST CERTIFICATES THEN GET SOME NEW EQUIPMENT, SINCE WE WILL NOT USE YOUR EXISTING GEAR.

RADIOMICROPHONES and/or radio guitar pickups, IEM systems etc.

Darlington is in a Channel 35 exclusion zone. You can't use it.

Darlington Leisure & Arts does not hold a radiomic licence-if your kit does not run on the licence-exempt channels (173.800 MHz, 174.100 MHz, 174.500 MHz, 174.800MHz, 175.000 MHz or the UHF licence-free band (863.000-865.000 MHz) then **you must** bring with you copies of your operating licence (or the owners' licence if you have hired the equipment). **Without this documentation you will not be permitted to use your radiomicrophones or other radio transmission equipment.**

SPECIAL EFFECTS- INCLUDING (BUT NOT LIMITED TO) :

Cigarettes, naked flames, pyros, smoke, dry ice, haze, strobe lighting.

Please let us know AS SOON AS POSSIBLE if your production is likely to involve any of the above (or any other innovative effect) as we will need to seek approval in advance from our licencing authority. **NO ADVANCE NOTICE=NO PERMIT TO OPERATE. IF IN DOUBT, ASK**

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A Swift Precip of Darlington Leisure & Arts- The Arts Centre

Phone Numbers:

Admin	01325 348844	Publicity/Information	01325 348851
Reception	01325 348843	Box Office	01325 486555
Fax	01325 365794	Minicom	01325 489094
E-mail	firstname.lastname@darlington.gov.uk	Website	http://www.darlingtonarts.co.uk

Personnel:

Programme Officer	Lynda Winstanley
Marketing & Information Officers	Amy Robson, Heather Barron, Ruth Gladden
Box Office Manager	Tim Hollinshead
Duty Managers	Andy Hutchinson
Technical Manager	Adam Nix
Senior Technicians	Steve Sanderson, Alison Rigby *
Theatre Technicians	Daniel Brobbel*, Ian Rigby*, Nick Sanderson, Andy Stoneley

There are a few gaps in the staffing structure at the moment- the Borough Council is currently having a bit of a restructure so things may well change over the next year or so.

At the Arts Centre, you are most likely to encounter the technical staff marked with a *

DARLINGTON ARTS COSHH ASSESSMENT SHEET

PLEASE COMPLETE ALL THE SECTIONS IN ORDER FOR AN INITIAL COSHH ASSESSMENT TO BE MADE

(Person completing this form)

Name _____ Position _____

A) WHO WILL BE USING THIS PRODUCT

-your staff, Darlington Arts staff, a particular person?

Names/Titles _____

B) PRODUCT INFORMATION

1) Product name _____

2) Manufacturer/supplier _____

3) Hazard symbol present (irritant,corrosive,harmful,toxic,very toxic,none)
Please state which? _____

4) What type of container is the product stored in? _____

5) Where will the product be stored? _____

6) How much of the product will you be bringing ? _____

C) PRODUCT USAGE

1) Where will it be used? (Stage, dressing rooms)

2) How much is used at each application? (Minimum and maximum usage)

3) Duration of each application (5 secs,5 mins, 30 mins, 2 days-please state)

4) How often will the product be used? (Once a week, once a day, once an hour etc)

5) Is special ventilation required for this product? (If so, please state type)

6) What training/instruction/certification is required to use this product (if any)?

7) Are you bringing any special handling or other equipment that may be required?

8) What type of personal protective equipment is required for working with this product?

9) How is the product applied? (By hand, by machine, by cloth, brush, roller)

10) Any other information relevant to the usage of this product?

PLEASE MAKE AS MANY COPIES OF THIS FORM AS YOU REQUIRE.
PLEASE ENSURE THAT THE COMPLETED FORMS ARE RETURNED TO DARLINGTON ARTS BEFORE OR ON THE DAY OF YOUR GET-IN

JFMG

FREQUENCY MANAGEMENT

INFORMATION BULLETIN

Licensing of Touring Groups in Theatres, Concert Halls and Similar Venues

This note is intended to advise radio users and their equipment suppliers in the correct licensing of temporary installations for travelling groups at fixed sites such as theatres, concert halls and similar venues. The term 'group' is used here to include all types of performers who use radio microphones or talkback.

Under the Wireless Telegraphy Act, the licence must be held by the person or organisation that operates the equipment. This person will have the legal responsibility for observance of the licence conditions and must be able to switch off the equipment if required, for example in case of interference. A licence cannot be issued to a building in order that it covers anyone who might happen to operate there.

For JFMG licences, the licensee will normally be the group or their technical operator. When a group is travelling to various locations and carrying radio equipment with them, they must have their own licence and obtain clearance and frequency assignments from JFMG for each location visited. (Individual location assignments are not, of course, required for UK Shared radio microphones.)

It is not acceptable for an equipment supplier to remotely hold the licence, since he will have no control over the operation of the equipment. It is, of course, quite acceptable for a supplier to apply for, and if desired pay for, the licence on behalf of the group. But the licence must be issued in the name of a nominated contact within the group and will be sent to that named contact by JFMG.

The only exceptions to this rule are:

PLEASE READ, MARK & INDEX

If the equipment comprises only hired UK Shared radio microphones accompanied by a SAP3 Permit to Use then the supplier may be licensed for hiring on those frequencies;

If the equipment supplier provides a technician who travels with the group to install and operate the equipment then the supplier may be the licensee;

If the group visits a location whose owner or operator already has a licence covering the frequencies used by the group and that licensee is willing to take responsibility for conformity with the licence conditions, then it is acceptable for the visiting group to operate under this licence. In such a case, JFMG must be satisfied (in writing if necessary) that the existing licensee is aware of the visitor's equipment and of his responsibility for it.

Fees

The licence fees payable for assignments at each stop on a tour are calculated at the Occasional User tariff, unless the licensee holds Season Tickets. However, if the calculated fee at any location is greater than the Fixed Site tariff, it will be capped at the Fixed Site rate. For example, the Occasional User tariff for a block of radio microphones is currently £40 per 48 hours. But if a group stays at a venue for a week or more, they will only pay the Fixed Site rate of £80.

JFMG Limited
72 Upper Ground
LONDON SE1 9LT

PH15(2) Licensing of Touring Groups In
Theatres

Phone: +44 (0) 171 281 3787
Fax: +44 (0) 171 737 8499
e-mail: admin@jfm.co.uk
Web site: <http://www.jfm.co.uk>

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HAZARD What has the potential to cause harm	IDENTIFIED RISK What could make the hazard cause harm	Likelihood of injury	Severity of injury	Risk Value	PRECAUTIONS TAKEN TO REDUCE RISK	New Likelihood of Injury	New Severity of Injury	New Risk Value
Unloading from vehicles	Sheer weight, the drop from vehicle to ground level, high stacks on vehicle	4	4	16	As below plus vehicle ramp or tail lift to be supplied and used wherever practicable. Extreme care to be taken when lifting/lowering heavy stacked boxes- weights/centres of gravity SHOULD be marked where not immediately apparent. Ensure enough bodies available to handle items.	2	4	8
Big heavy unstable bits of set to move around the place, flightcases, meatracks, truck bases, all the usual stuff	The sheer action of moving the items	4	4	16	Use all available and appropriate mechanical aids during fitup at all times (dollies, sack barrows, ramps, ties, enough bodies)	3	4	12
Trailer work-loading/unloading	Old splintered wood, bits of metal sticking out	3	4	12	Gloves to be worn wherever necessary/ sufficient gloves available on site at all times. Discourage staff from running hands along flattage edges. Make sure sufficient light in working areas (vehicle, back yard, stage) at all times to see potential hazards. Encourage staff to do something about any such hazards that they might spot	2	4	8
General limited workspace	No clear path through stage-trip hazards galore	4	4	16	'Clear as you go', don't leave stuff lying around unless it has got to be there, make a path to destination BEFORE carrying big heavy pieces	3	4	12
Costumes, other items destined for upstairs dressing rooms	Carrying stuff upstairs again gives manual handling problems	4	4	16	If skips are stupidly heavy then part-empty them, don't take heavy things upstairs unless they have to go upstairs	3	4	12

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Electrical appliances - lanterns, sound gear, laundry equipment	Electric shock	4	5	20	All staff to visually check all appliances as they handle them and alert senior technician on site to any defects. Any testing required for compliance to be charged to visiting company.	1	5	5
Connecting practicals where 'chock block' is to be used.	Electric shock	5	5	25	Ensure that three core cable is used for class 1 (earthed) appliances, terminations are mechanically sound and electrically correct, and PVC tape is applied in order to provide secondary insulation and strain relief.	1	5	5
Cables trailing across the floor.	Tripping and falling especially under low light levels.	5	1	5	Cables to be taped across walkways and elsewhere as required.	1	1	1
Rigging equipment other than at ground level.	Dropping equipment / Physical injury (falling, straining muscles)	4	4	16	Use rigging equipment (pulleys ropes etc.) and enough bodies to position equipment safely.	1	4	4
Scenery constructed from metal, booms, flying bars rigged with double insulated luminaires only.	Electric shock	5	5	25	Metal sets must be earthed , particularly where practicals or other electrical kit are being used. Booms should be earthed- if you only have PARcans on the boom then it MUST be earthed.	1	5	5

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All work at height above people.	Dropping tools/fixings/ work pieces	4	5	20	Only take the tools and fittings you need, use a pouch for fittings, wherever possible tools should be secured to the person or structure, only use one tool at a time, keep persons below away from work area and/or alert to what is going on above them. When loose tools or items are being handled at heights, the person(s) footing the access device MUST wear appropriate PPE (hard hats).	1	5	5
Step Ladders	Falling off them, overbalancing	4	5	20	Make sure that the step ladder is fully open and that all locking clips are working, used and secured. Follow manufacture's instructions at all times. Make sure all 4 feet are on the ground. Avoid using step ladders without someone at the foot of them. Don't overreach. Avoid working to the side of the ladder. Don't stand on the top platform unless there are handrails fitted above it. Don't carry more than 25kg up the ladder at any time .Don't carry more than 4 kg up a step ladder without a competent person footing it	1	5	5

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Tallescope work	Injuries due to overbalancing, overreaching	5	5	25	Only competent persons to use the tallescope. Before ascending tallescope make sure that all ladder clips are locked and secure, that platform is in position and outriggers are attached and in use where practicable and that ladder is vertical. At least 1 competent persons to be holding the base of the tallescope while anyone is up it OR all wheels locked, outriggers locked.	1	5	5
Zarges	Falling off them, overbalancing	4	5	20	As for step ladders plus make sure that all locking clips are used on all ladders at all times. Make sure side bars are locked on when in use as an A-frame. Set the ladder height so that you never stand less than 3 rungs from the top of it. DO NOT work above the apex without a competent person footing the ladder. DO NOT carry more than 25kg up the ladder at any time. DO NOT carry more than 4kg up the ladder unless a competent person is footing it. DO NOT use unaccompanied unless you have been fully trained in safe working procedures. Also see below.	1	5	5

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Extension Ladders	Falling off them, foot walking away, top sliding away	4	5	20	Make sure that the structure you are leaning against is strong enough and is stable enough and isn't going to move. Make sure that the ladder is at the correct angle, that both sides are touching top and bottom, that you have a competent person footing the ladder while you are up it. DO NOT try and work from the top rung (you will be too close to the workpiece). If you are using the ladder as a means of access to a platform, make sure that at least 3 rungs are above the platform and that the top of the ladder is secured to the platform as soon as possible. See Tools at Heights techniques with any tools, fixings etc. to avoid dropping them on those below.	1	5	5
Gas Bottles- LPG/Helium/Hydrogen etc	Injuries due to overbalancing /falling, risk of explosion and fire	4	5	20	'Tall' cylinders to be secured vertically to a fixed structure. Any relevant safety and emergency instructions for a particular substance to be posted near cylinders. Use correct fittings (hoses, nozzles etc). Ensure regulator fitted. Inflammable gases- Environmental Health/Fire Safety Officer to be consulted before bottles brought into theatre. If insufficient notice, bottles not to be used. Prop gas bottles- ensure they are completely purged of all gases (BUT DO NOT RISK EXPOSING YOURSELF TO TOXIC GASES IN THE PROCESS).	1	5	5

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Pyrotechnics (Pyros) - storage and loading	Injuries due to burns, shrapnel impact, short/long term deafness	5	5	25	Only competent, responsible persons to handle pyros. All stocks to be kept cool, dry and away from naked flame in sealed boxes or locked steel containers. Firing system MUST be specifically designed for the task and incorporate a key lock in the firing circuit- the key should NOT be left in the firing system while it is loaded and unattended. Firing system should be clearly marked to minimize the risk of firing the wrong device and should be designed to avoid as far as possible any in-show replugging. Pyros should not be loaded until the last possible moment (usually the 'half'). When loading pyros, loader MUST remove firing key from system and keep it on his/her person until all pyros are loaded.	1	5	5
Pyrotechnics-operating	Injuries to others due to burns, shrapnel impact, short/long term deafness	5	5	25	Only competent, responsible persons to fire pyros. Operator MUST have a clear, unobstructed view of the pyro(s) at the time of firing. If this is not possible then the operator MUST be in direct communication with another responsible person who does have a clear, unobstructed view. Operator MUST ensure that the correct pyro is fired at the correct time. Operator should ensure that the firing key is not left in the firing box when the system is live and unattended.			

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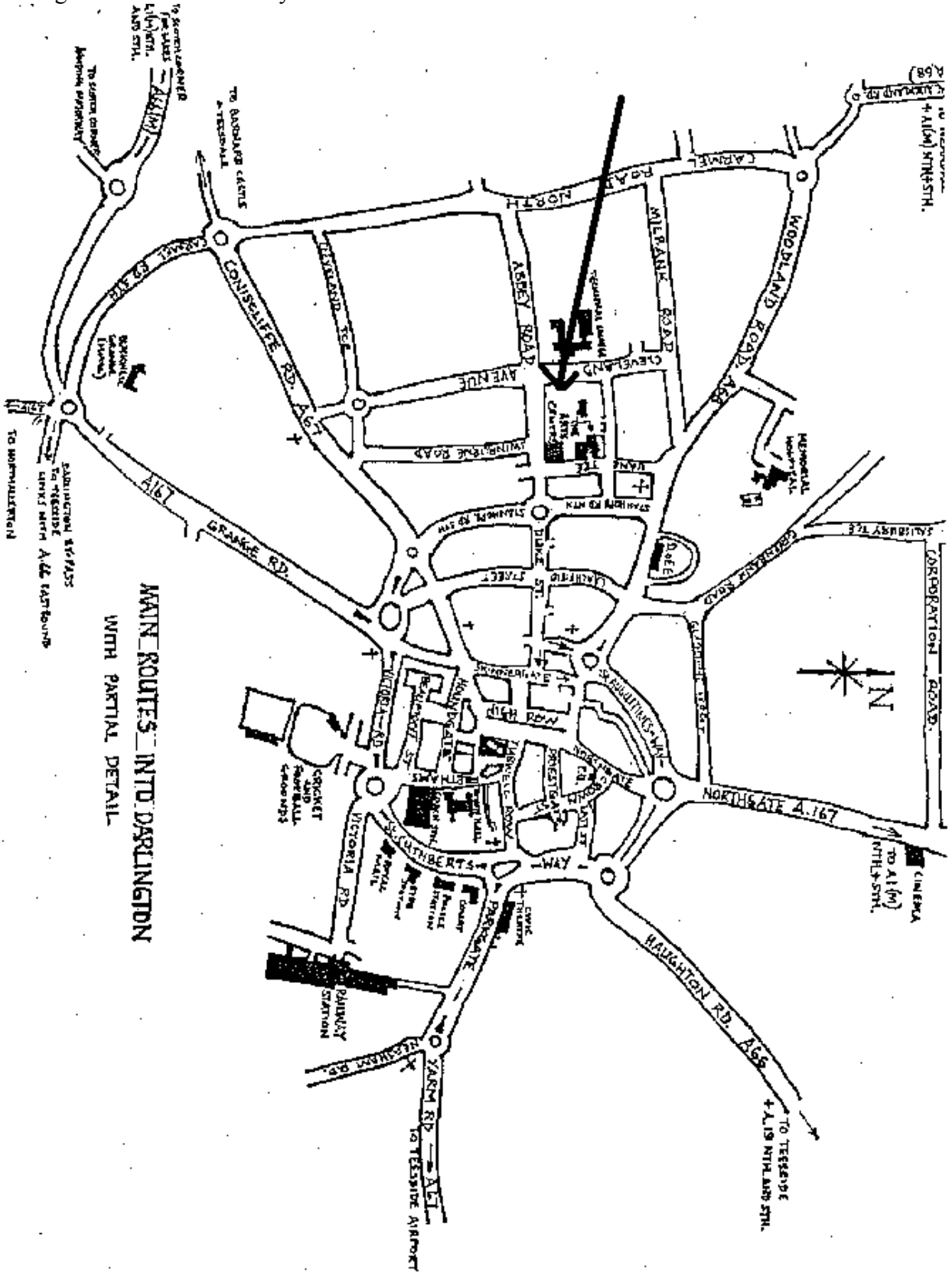
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Dry Ice- storage	Injuries due to extreme cold, suffocation, explosion	5	5	25	Only competent, responsible persons to handle dry ice. Suitable protective clothing to be worn at all times (heavy gauntlets, long trousers, long-sleeved shirt). Dry ice to be stored in a suitable locked, marked non-airtight container in a well-ventilated area (pref. outdoors).	1	5	5
Dry Ice- loading	Injuries due to extreme cold, suffocation, explosion	5	5	25	Only competent, responsible persons to handle dry ice. Suitable protective clothing to be worn at all times (heavy gauntlets, long trousers, long-sleeved shirt). Dry ice machine(s) to be loaded as late as possible- only ice required for immediate use to be removed from container. Dry ice to be used ONLY for its intended purpose- DO NOT play with the stuff (eg no pellets in coffee cups, sinks, toilets etc.)	1	5	5

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Dry Ice- operation	Injuries due to extreme cold, suffocation, explosion, scalding	5	5	25	Only competent, responsible persons to handle dry ice. Suitable protective clothing to be worn at all times (heavy gauntlets, long trousers, long-sleeved shirt). Check operating areas to ensure that no-one will be subjected to excessive CO ₂ concentrations when dry ice is used. Stay alert for water/ice spills- have cleaning materials instantly available. AVOID use of portable dry-ice machines where possible (high risk of hot liquid spills). DO NOT stand or have your face directly above machine when loading it. Ensure that while loading machine that the basket is UP.	1	5	5
Firearms, long blades etc-storage	Danger of death, burns, deafness from negligent/ accidental discharge, risk of theft	5	5	25	All firearms to be either incapable of firing live rounds or certified as deactivated- certificates to be available with the weapons. Suitable blank ammunition ONLY must be used- said ammunition also to be kept under secure lock and key. Firearms to be handled only by competent authorised persons. Firearms to be kept under secure lock and key while not in use and closely and personally supervised by nominated persons when in use on stage. Firearms not to be removed from the backstage area under any circumstances.	1	5	5

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Flying-rigging	Danger of death from falling things	5	5	25	All suspension equipment to be inspected before use. All wires, ropes etc to be in good condition. All shackles to be rated and max. load on shackle to be 50% of rated load. All dogged joints to be secured by 4 dogs of correct size for wire fitted and torqued correctly. All bottle-screws to have at least 3 turns showing inside the bottle and to be checked weekly. All flown items to have sufficient drifts to spread the load adequately along the bars. All crimped joints to be certified. All wires to be certified. All certificates to be available for inspection. No item to be suspended above audience by less than 3 steel wires. Ropes- only suitable knots to be used, tied and checked by competent persons, rope to be protected from sharp edges by carpet etc.	1	5	5



MAIN ROUTES INTO DARLINGTON
WITH PARTIAL DETAIL

Darlington Arts Centre Goody Pack 2011

ARTS CENTRE LOCATION

Address: Darlington Arts Centre, Vane Terrace, Darlington, Co Durham DL3 7AX

Approaching from the South

From the A1 take the A66(M) exit. At the first roundabout take the 2nd exit heading for Darlington Town Centre, which takes you past the Blackwell Grange Hotel on your left. At the Sainsburys roundabout take the 2nd exit, which leads onto Stanhope Road South. Follow the road until you reach a small roundabout. Turn left onto Abbey Road, and then take the 1st turning on your right into Vane Terrace. The Arts Centre is located approx. 50 yards on your left.

Approaching from the North

From the A1, take the A68 exit. Follow the road into town (approx 2 miles) until you reach the village of Cockerton. At the roundabout, follow the A68 into Darlington Town Centre by taking the 1st exit, then the 1st exit at the next roundabout, which takes you onto Woodland Road. You will see signs for the Darlington Memorial Hospital on your left, and shortly after a pelican crossing turn right into Vane Terrace. The Arts Centre is located approx. 100 yards on your right.

Approaching from the East

From the A66, follow the A66(M) the new road which connects to the A1(M). Go straight over at the next 3 roundabouts. You will see Stressholme Golf Course on your right. At the next roundabout where the Reg Vardy Garage is situated, take the 3rd exit heading for Darlington Town Centre, which takes you past the Blackwell Grange Hotel on your left. At the Sainsburys roundabout take the 2nd exit, which leads onto Stanhope Road South. Follow the road until you reach a small roundabout. Turn left onto Abbey Road, and then take the 1st turning on your right into Vane Terrace. The Arts Centre is located approx. 50 yards on your left.

Public Transport for the Arts Centre and the Civic Theatre

Both venues are accessible from Darlington Station. For timetable information telephone National Rail Enquiries on 08457 484950 . The Arts Centre is a short taxi ride away or a 15- minute walk through the Town Centre.