



# **AUTISM FRIENDLY PRE VISIT GUIDE**

## **Welcome to Portadown Town Hall**

[armaghbanbridgecraigavon.gov.uk](http://armaghbanbridgecraigavon.gov.uk)  
📱/abcb\_council



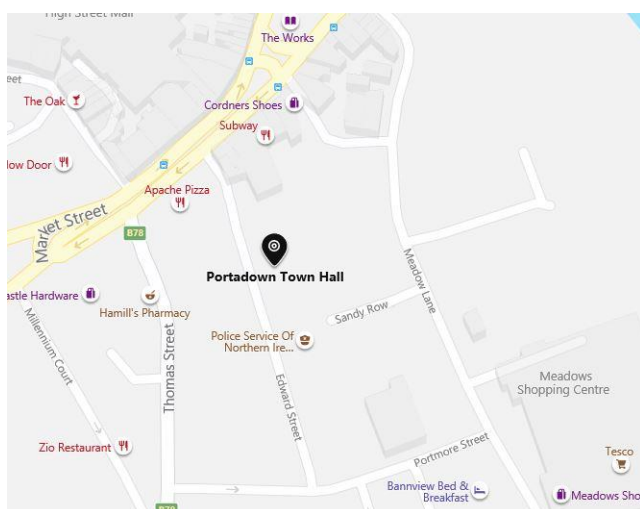
**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

# AUTISM FRIENDLY PRE VISIT GUIDE

Our building is used for meetings and theatre performances.



It is located in the centre of Portadown, just off the High Street in Edward Street.



Map Source: Microsoft Bing

# AUTISM FRIENDLY PRE VISIT GUIDE

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Getting to the Town Hall:

Nearest Bus Stop is on the High Street, a short walk away.

The Railway Station is on Woodhouse Street, a short walk away.

There is a carpark behind the Town Hall in Meadow Lane.

You can walk to the Town Hall, it is in a central location with good footpaths and street lighting.



This is the main entrance. The doors are automatic.

When the building is busy, you might hear people talking and chairs scraping on the wooden floor.

It is usually busiest in the evenings and at the weekend.

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## Reception

When you enter the building, you will see the reception window. If there is no one there, you can press the button, this will ring to call a member of staff.

When there is a performance on, staff will be at the bottom of the stairs to direct you.

Sounds from shows can be heard in the reception area.



## Staff

You will recognise our staff in this uniform.

Town Hall Staff can answer your questions or help you find the room you are looking for.



## The Lift

Turn left at the stairs if you want to use the lift.

The lift has 3 level options for you to choose:

- G - Ground Floor Level.
- M – Mid Level for access to the Auditorium
- 1 – First floor level for access to the Minor Hall

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## Toilets

Turn left at the stairs to find the toilets.

Male and female toilets are on the left.

An accessible toilet with baby changing facilities is on the right.



## Committee Room

On the ground floor, turn right at the stairs.

Beside a kitchen, you might smell food.

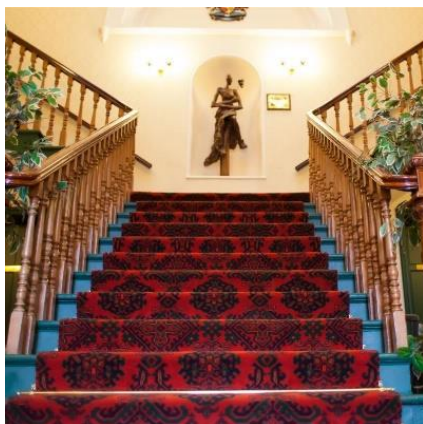


## Main Hall

Doors into this room are on both sides of the stairs.

This room can be used for practicing shows or for dances.

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Staircase  
and Landing

Lead to  
Auditorium  
and Minor  
Hall.



Auditorium

If your ticket says your seat number:  
1 – 9 turn right on the stairs  
10 – 18 turn left on the stairs

Performances can be plays,  
musicals, dance shows or bands.

The main room lights are switched off  
during the show.



Minor Hall

On the First Floor

Used for meetings, small  
performances, serving tea and coffee.

Can be noisy and smell of food.

A bell may ring to tell everyone the  
show is restarting.

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## Meeting Rooms

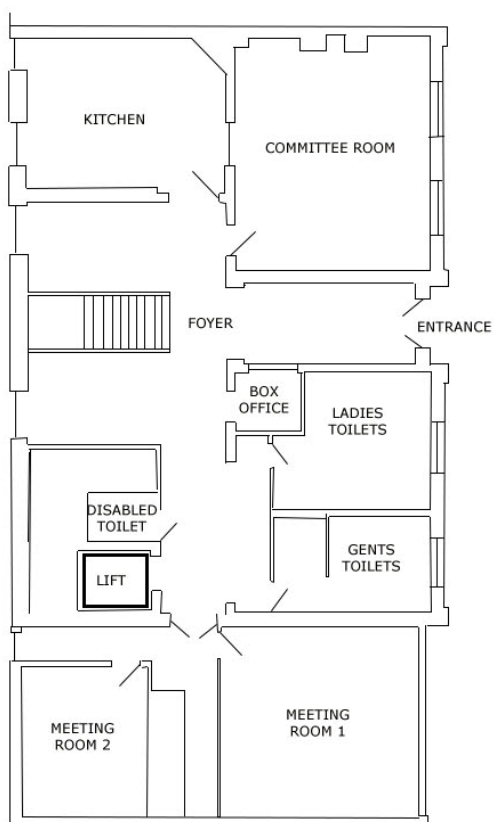
There are 4 more meeting rooms in the building.

2 on the Ground Floor

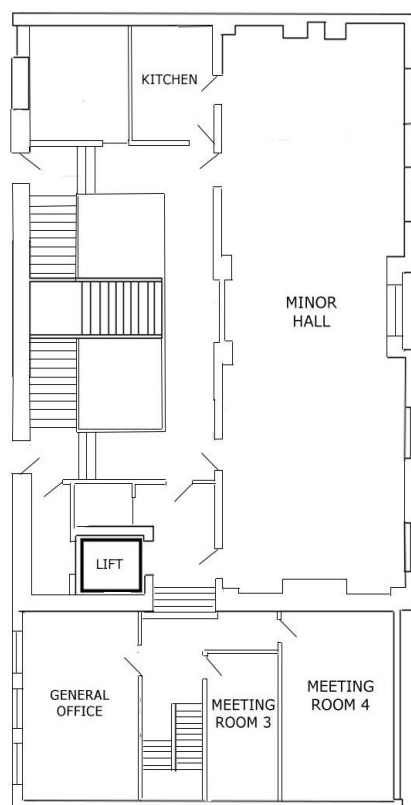
2 that you get to using stairs.

These are used for meetings, birthday parties and exercise classes.

## Ground Floor Plan



## First Floor Plan



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## Covid 19

You will see hand sanitisers in the building.

There is a one way system, follows the signs and the floor markings.

If you can, please wear a mask.

You might smell cleaning products.