



# Globe Theatre

## User Guide for Higher Education Faculty





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## Globe Theatre vs Globe Stage

If your session is listed as in the '**Globe Theatre**' then:

- You will have access generally to the **Yard, Lower, Middle and Upper Galleries**.
- You do not have access to the Globe Stage, even if it appears not to be in use.
- This term is usually used for sessions where Faculty are leading tours.

If your session is listed as in the '**Globe Stage**' then:

- You will have access to the **Stage, Tiring House, and Musicians' Gallery**.
- When working between 9am and 6pm, possessions must be clear of the Yard and Galleries. Faculty and students may use these areas as part of their session but must be sensitive to tour groups and other parties using the auditorium during these times.

### Toilets

No matter what kind of work you are doing in the Globe Theatre, students do not have access to backstage loos. FOH loos are available:

- Via Door 2, turn right for the main foyer toilets next to the shop.
- Via Door 4, turn left and head through the glass doors to the toilets on the left at the top of the stairwell. This is the preferred facility to use when doing scene presentations.

Please remind your students to always keep their pass visible in order to enable to them to regain security access to the Globe.



## Layout & Terminology

**The Yard** is the audience standing area below stage level. It is accessible from the piazza via Doors 4, 3, and 2. It is not accessible from Door 1. Please refer to **Appendix One** for the location of these doors.

**The Piazza** is the outdoor ground level space outside of the Globe Theatre.

**The Lower Gallery** is the first level of seating which is accessible from the Yard.

**The Middle Gallery** is the second level of seating. Either enter from the Musicians' Gallery side exits, or from the Piazza up the North or East towers (please refer to Appendix One on page 16 for the location of these towers).

**The Upper Gallery / The Gods** is the third level of seating. Either enter from the Attic level side exits, or from the Piazza up one of the towers, as with the Middle Gallery.

**The Gentlemen's Rooms** are the painted bays next to the stage in the middle gallery.

**The Musicians' Gallery** is on the same level as the middle gallery, at the back of the stage. It is where the musicians are situated but can also be used by performers and, at times, audience members.

**The Tiring House** is the backstage area at the stage level.

**The Attic / The Heavens** is the top level above the stage, from where the ceiling traps are operated and where actors/props/scenery can be flown in from.

**Substage / Hell** is underneath the stage and is where entrances and exits via the trap are made from.



## Backstage

### Globe Stage

Please be aware that sessions taking place on the Globe Stage at any time of the year may have to work around set and props. Please ensure that no one touches or moves any of this under any circumstances.

The Higher Education team will already be liaising with the Theatre Department for practical ways to make sure that the stage is useable, but if you have further concerns then please do discuss with a member of the team ahead of your next session.

### The Tiring House

This is accessible via Stage Door, and from the main stairwell.

Please do not touch any technical equipment, props, set items or furniture stored in this space. These may be in use by other groups and performing companies using the space.

### The Attic

There is no access to the Attic without a stage manager present. Any use **must** be agreed in advance with the Higher Education team. If both these conditions are satisfied, then access is gained via the Musicians' Gallery, using one of the Globe stairwells.

## **Substage (Hell)**

There is no access to the substage without a stage manager present. Any use **must** be agreed in advance with the Higher Education team. If both these conditions are satisfied, then access is gained via then access is gained via the small staircase in the SR of the Tiring House. At all other times, the gate to this staircase should remain closed.

## **Musicians' Gallery**

Access to the Musicians' Gallery should be via the main staircases, not the Tiring House Ladder. Please keep the gate to the ladder closed at all times to avoid falls and injury.

If use of the ladder is required during performance to enable a swift entrance, this must be pre-organised with the Higher Education team. This should then be rehearsed, and adequate time given to avoid injury (see the **Health & Safety** section).

## **Lighting**

A member of the Higher Education team will ensure that lighting is on prior to your session should it be taking place in the evening or on a cloudy day. If for any reason the lighting is not on, please contact either the Higher Education team or a member of Security.

Please do not try to use the lighting desk on your own, as it will be set up for other groups and this could result in erasing lighting cues for a performance.

## **Toilets**

Students do not have access to backstage loos. FOH loos are available via the glass doors in West Piazza and the main foyer.

## **Water Supply**

The nearest backstage water cooler is just outside the Tiring House on the main stairwell.



## Tours

The auditorium is a shared space with a variety of tour groups from our Tours and Learning teams. These tours run **9am – 6pm** every day of the year, with the exception of performance times.

### Working on Stage with Tours

Any Globe Stage sessions running during touring times will have tour guides talking in the background. The majority will speak quietly into a microphone, with participants wearing headsets to hear. Some specific tours, such as Family and Kids tours, will speak out loud and potentially be more interactive than the standard public tours.

This is a really exciting opportunity to experience the theatre with an “audience” in it, so please do use the tours to further your learning with the group – but be respectful to the fact that the tour guides have a tour to deliver too.

Sessions before 9am or after 6pm will usually be in an empty / quieter theatre. There will occasionally be out-of-hours tours and we will always brief you in advance if this is the case.

For key sessions such as dress rehearsals, we can request sensitive running and (under special circumstances) silent running from tour groups. These are defined as:

### Sensitive Running

All regular tour guides, including those who usually run without headsets, will be asked to speak at a quiet volume whilst in the Globe Theatre. Any that can will use a microphone and headset to enable their tour participants to hear. Family tours cannot use headsets, but they will be asked to go to the Middle Gallery to prevent distractions in the Yard. Please note these groups will still make some noise.

## **Silent Running**

All tour guides, including Family tours, will be asked not to speak whilst they are in the Globe Theatre. Tours are delivered from the piazza outside the theatre before entering, or after exiting.

## **Leading Tours**

Higher Education courses usually feature a tour no matter how long they are studying with us. This may be led by a Globe Lecturer, as part of the *Understanding the Theatre Spaces* lecture, or by a Higher Education Faculty member as part of a *Globe Performance Practice* session.

We endeavour to include any tour limitations when offering a session. However, sometimes silent or sensitive running is only decided at short notice. The Higher Education team will ensure to notify you of any silent or sensitive running conditions on the day.

Please respect these requests. If there is silent or sensitive running, there is usually something engaging to watch on stage. We will give you as much context as possible for what is happening in order to excite the groups you are taking in.

## **During the Summer Season**

Theatre has priority on the Globe Stage from the start of April to the end of October. The auditorium is in constant use during the summer due to the variety of productions and other Theatre work taking place. The space will often be in silent running as a result, due to notes, technical rehearsals, and other activity.

## **During the Winter Season**

Education has priority on the Globe Stage from the end of October to the end of March. In these months, the Globe Theatre is a shared space with Tours & other Education activities throughout the day. When leading a tour, please be sensitive of other groups using the space both in terms of volume and location, and ensure that your group keeps their personal belongings with them at all times.



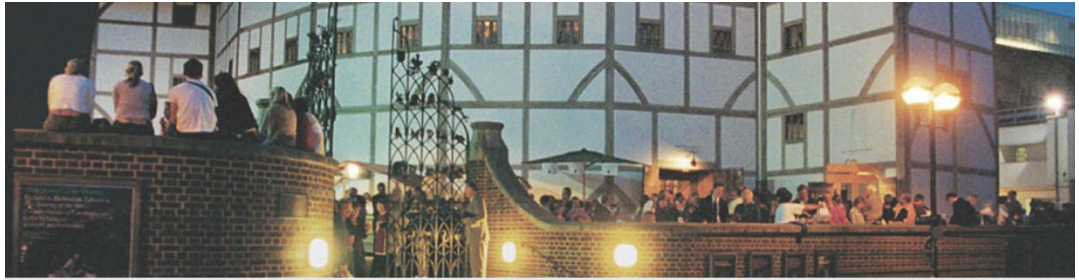


## Weather

We are able to work outdoors in the Globe Theatre throughout the Winter Season, which is magnificent but also subject to a variety of weather conditions. Please be aware of the following, and encourage your group to ensure they do the same:

- The space can get very cold. Take a break to warm up if it is needed in longer sessions.
- Always wear plenty of layers and encourage your students to bring coats with them if your session is split between the stage and a studio. Students are asked to make sure that they can still move freely in their warm clothes so shouldn't have large coats that are restrictive.
- Encourage participants to bring a waterproof in case they work in the Yard.
- Please be particularly mindful that treads and steps can be slippery and encourage the company to take their time when ascending or descending them.
- We do not grit the stage, so it can be icy or slippery from rain especially at the edges and on the treads. There is a tray of resin outside the back of the Tiring House, which can be stepped into to provide a small amount of extra grip to the soles of your shoes.
- During the Theatre season, the companies have a 'wet weather plan' which sees certain parts of the action pushed further upstage if the weather conditions deem it necessary. You may wish to consider this when preparing for a scene presentation.

- E.g. In particularly heavy rain it may not be appropriate for an actor to lay on the DS edge of the stage for a significant period of time, or for jigs and fights to happen too far downstage.



## Front of House

### Accessing the Stage

If it is the first time that you have met the group, the Higher Education team will ask you to meet in the main foyer **10 minutes prior to your Globe Stage session**. We will then introduce you to the participants, take you into the theatre and give a short Health & Safety briefing.

Please have your pass on display when travelling to/from the auditorium and when working on stage. This to avoid confusion with the public who may also think that they can walk up on the stage if they see another group doing it.

### **If you are making your own way to/from the Globe Stage without a member of the Higher Education team:**

When working in regular hours, please access the stage via the main foyer. Please ensure the following when doing so:

- You are at the front of the group to demonstrate to Security that you are a Higher Education group with a booking to be in the Globe space.
- You remain at the piazza glass doors as your group pass through to prevent any tailgating from the general public.
- You exit this way with all the students as a group.

When working out of hours, please use the Stage Door route. Please also exit this way with all the students as a group. There is no need for students to sign in/out electronically, however please keep any eye out for anyone tailgating through the black gates.

### Photography & Filming

Students are understandably keen to take photos of the theatre during a tour or workshop. Please allow a few minutes at the end of a session for photos so that they are not taking photos when they are meant to

be listening or working. Photographs can be taken in the theatre provided there is no one onstage.

Photographs are permitted at the end of a scene presentation, and during the jig, if applicable, but not during the presentation itself.

Permission for the home institution to take photos during courses and events is to be arranged in advance with the Higher Education Management. You will be notified if permission has been granted. Permission is usually granted with the condition that Faculty are not photographed. We will contact you with a photo permission form if they would like to photograph Faculty also.

Please note that **filming is prohibited at all times** – please feel empowered to ask students or visiting faculty to stop immediately if you see them filming. If a member of the public is filming particularly close to the stage (so that it can be considered that they are filming your session), please also politely point this out to the guide.

### **First Aid**

If a first aider is required, please notify a member of Globe staff on the Welcome Desk in the main foyer or at Stage Door (out of hours).

Alternatively, please find or contact any member of Security who will always be on radio and are in the building 24 hours a day. They are located in the main foyer: at the glass doors, between the Shop & Swan Bar, or at Stage Door.

They can also be contacted via Stage Door on **0207 902 1400**.

### **FOH Toilets**

FOH loos are available:

- Via Door 2, turn right for the main foyer toilets next to the shop.
- Via Door 4, turn left and head through the glass doors to the toilets on the left at the top of the stairwell. This is the preferred facility to use when doing scene presentations.

Please remind your students to keep their pass visible at all times in order to enable to them to regain access to the Globe.

### **FOH Water Supply**

Water is available at the Foyer Café, or in the Bull Ring (downstairs from the Main Foyer).



## Health and Safety

The Higher Education team will deliver a short Health & Safety briefing on the first occasion that a group work on the Globe Stage, where appropriate. Please allow enough time for this as you plan your session.

If a course is only running for a single workshop or one day, this may not be feasible. Please adhere to the following and reinforce this guidance with students during your sessions:

### Edge of Stage

- Be aware of the edges at all times, in case of slips and falls.
- Do not jump off – even sitting down and sliding off – if you need to get in the yard you must use the treads. In the absence of treads you must walk around the backstage route.
- Take it easy with movement sequences until you are comfortable with fitting them into the space.
- If an apron or extension of the stage is in place, the roof will not protect it from rain or snow so this may also be slippery. Please take extra care at all times.

### Treads

- Treads are not an extension of the stage – do not run onto them as they might tip over, and they will be slippery when wet or icy due to weather.
- Always hold the handrail if there is one.
- Some kinds of treads will be invisible to your view until you reach the very edge of the stage. Always move slowly towards them, and ensure you are in the correct position and can see the tread before stepping off onto it.

## **Floor**

- The floor can be slippery, not just because of weather conditions but also the wear of the wood. If possible, please wear rubber soled shoes as these will reduce the likelihood of slipping.
- The wooden floor is very hard, like concrete. It is not sprung. Be very careful when falling, stamping, or making any sudden movements.
- Bare feet are not permitted on the stage due to the possibility of splinters or screws. Please check and have an awareness of people's footwear at all times.

## **Globe Trap / Substage**

- As mentioned, access to the substage or use of the trap is not permitted.
- Please ensure the entrance to substage is kept closed at all times.
- The trap will be fixed closed before your session begins but may squeak as people walk on it.

## **Tiring House / Lord's Rooms**

- Be aware of the wooden pillars when running off stage and moving around the Tiring House as these are sometimes hidden by masking.
- Bags must be placed against the front wall of the Tiring House so that they can't be seen when the doors open.
- Be careful peering through the grills in the doors, as they could be opened quickly into you resulting in injury.
- Be careful of hinges when paging the doors.

## **Auditorium**

- You may need to sit in the bays / be in the yard as part of your sessions – do not take your bags with you, as you need to be prepared to move immediately if a tour group comes in and needs to use the space. Any items left here will be removed.
- If you do enter through the yard for your scene presentation, please note that people will sometimes move, but they may not move their bags on the floor. Please be careful not to trip.

- Be aware that sometimes groundlings standing in the Yard can faint; First Aiders will be on hand to assist during performances.
- If you are in the middle or upper gallery for a part of your scene presentation you need to familiarise yourself with emergency exits which are marked by the running green man signs.
- Always wear your passes when in these areas – you will be considered a member of the public and asked to move on if you don't have your pass on.

### **Final Scene Presentation**

The Higher Education team will contact you in advance of a presentation on the Globe Stage with a '**Final Scenes Questionnaire**' to ascertain all useful information. This contains questions regarding entrances and exits, the theatre set-up, and anything unusual which might be occurring.

Please use this questionnaire as an opportunity to provide any necessary information needed for risk assessment and the safe delivery of your presentation.

# Evacuation and Lockdown Procedures

## Fire Extinguishers

There are fire extinguishers located in several locations and on all levels for the Globe Stage. Please do not use these unless you have received Globe training on the use of fire extinguishers, as using the incorrect type could aggravate a fire rather than control it.

## Evacuation Process

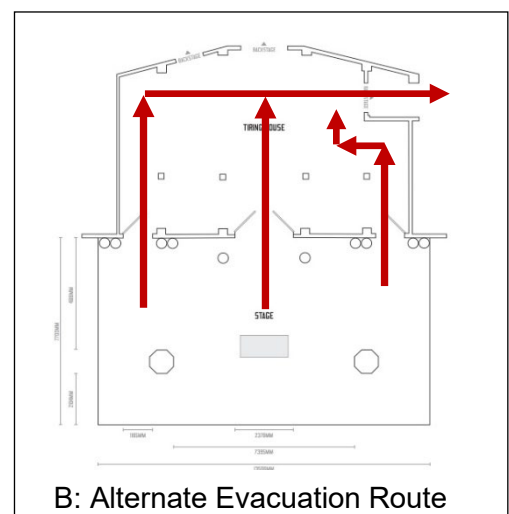
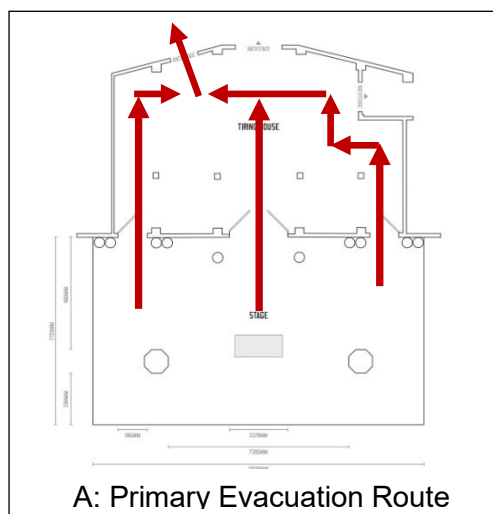
During a workshop or scene rehearsal, Higher Education Faculty are responsible for escorting their students to the relevant muster point. Please use the closest fire exit, rather than potentially going a longer route to follow the way you entered.

During a performance or scene presentation, Duty Managers or Globe Staff are responsible for evacuating the site.

In an event of a fire, Security will always go to the source of the fire and will be there to send groups away from the incident.

## Fire Exits from the Globe Stage

- The fire exit for anyone onstage and backstage is the door up stage of the Tiring House, into the Office stairwell; see picture A.
- For all other routes please see picture B through Door 5.
- Please be mindful to keep all Fire Exits clear at all times.





You can also evacuate via the Yard if the treads are in place and routes A and B are blocked. Please only use this if Routes A and B are blocked. If the treads are not in place do not exit this way; jumping from the stage could cause injury and create further problems in evacuating.

### **Muster Points**

There are two separate muster points for evacuating the Globe main site, and where you go depends on which muster point you are closer to on the point of evacuation.

#### **Assembly Point 1: BEAR GARDENS (Globe Studios)**

When evacuating via Stage Door and all fire exits leading to the Skin Market, you should lead your group to Globe Studios located on Bear Gardens.

On arrival you will report to the Fire Warden (Security) in charge.

#### **Assembly Point 2: TATE COMMUNITY GARDENS**

When evacuating via the Main Foyer and all other fire exits leading to Bankside, you should lead your group to the grassy area outside Tate Community Gardens.

On arrival you will report to the Fire Warden (Visitor Experience Team) in charge.

### **Lockdown Procedures**

We also have a lockdown policy and procedure. This spoken alarm will tell you to remain within the building. Alternatively, a member of staff or the security team may inform you personally that we have entered lockdown. If this occurs, please stay inside, follow direction from authorised persons, and move away from the windows.

We also advise you to watch the following video. This includes guidance on what to do in the case of a firearms and weapons attack. Attacks of this kind are very rare but, in light of recent events around the world, we do need to be prepared.

#### **Run, Hide, Tell: Firearms and Weapons Attack:**

[https://www.youtube.com/watch?time\\_continue=5&v=QUCW\\_mk35Xc](https://www.youtube.com/watch?time_continue=5&v=QUCW_mk35Xc)



## Other Useful Information

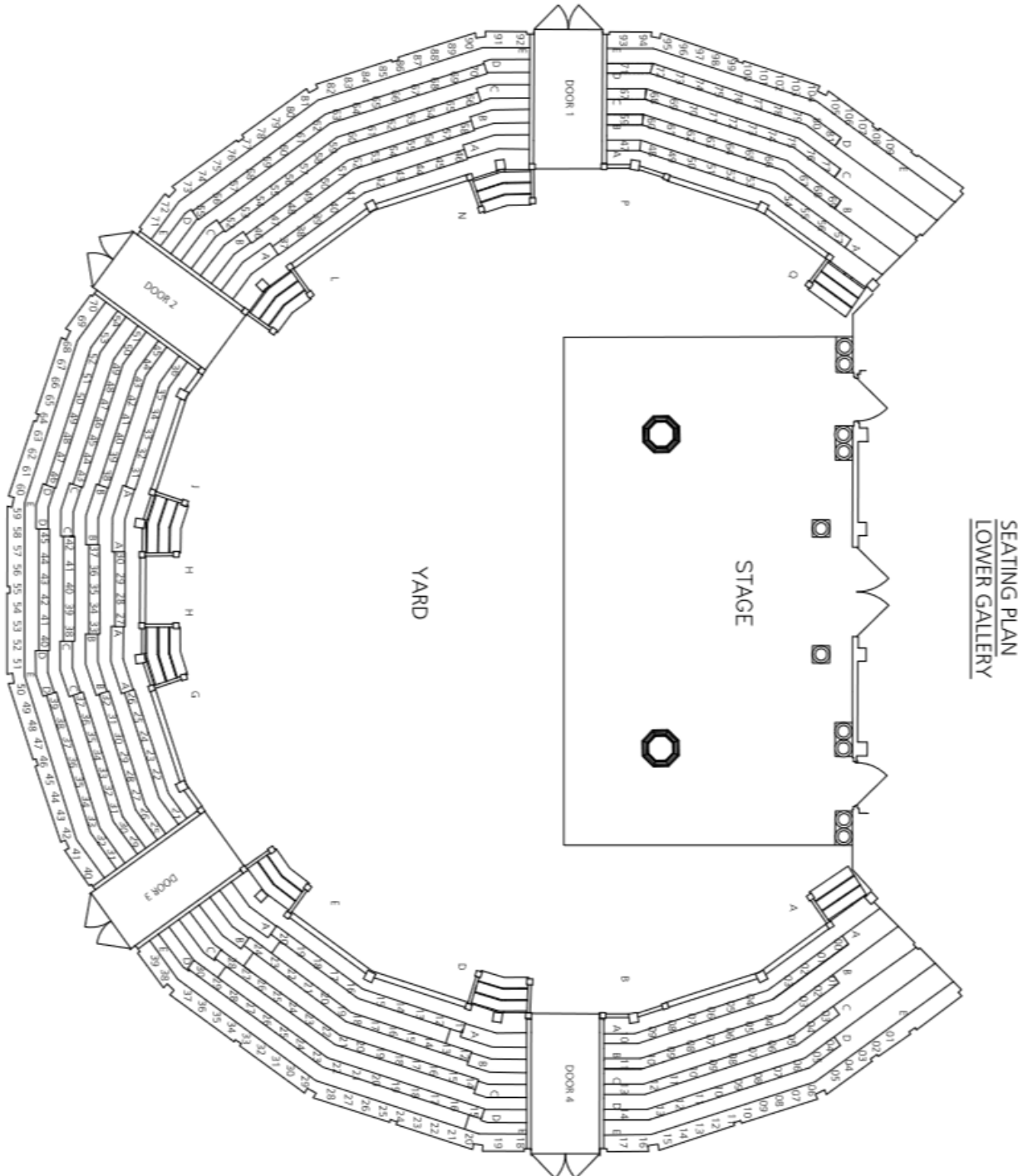
### Contact Details

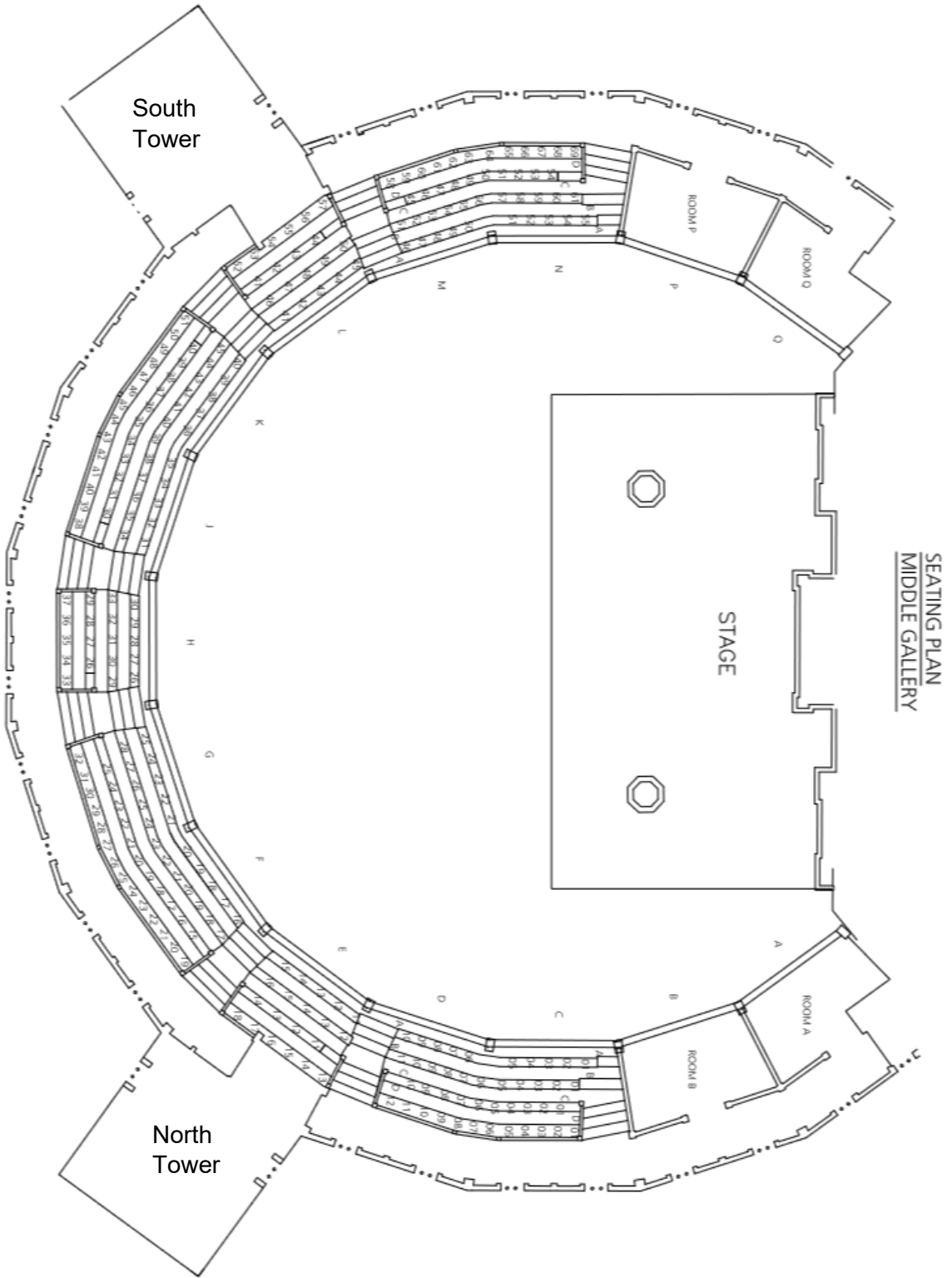
Stage Door	0207 902 1400
Higher Education	0207 902 1464

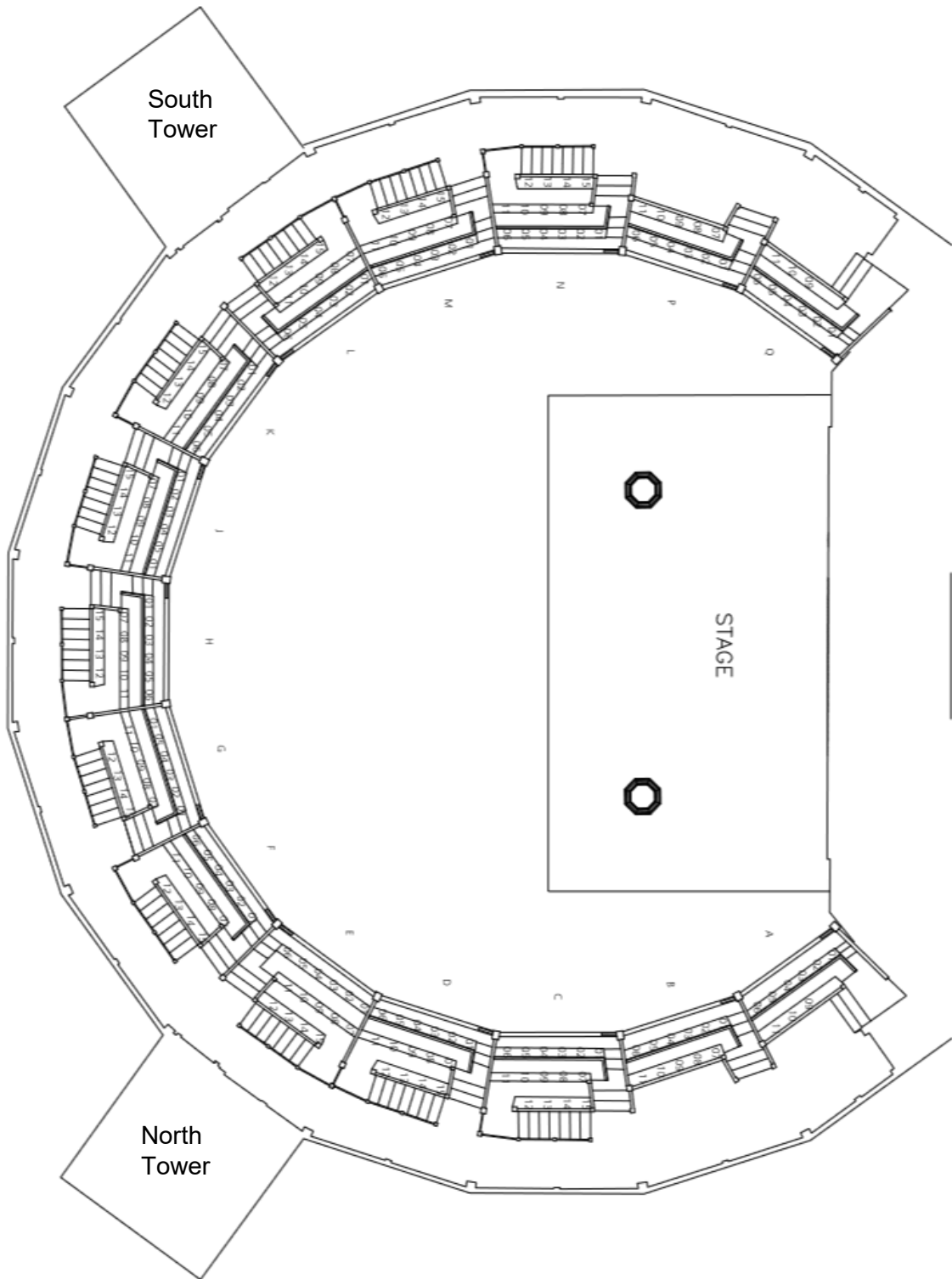
### Housekeeping

- You need to make sure the space is clear and as you found it. Make sure all doors are closed and personal items are removed.
- There are some items of furniture that can be borrowed for Workshops/ Scene Presentations such as stools, chairs, and music stands. Please contact your Company Manager if you need any. Do not use items found within the Tiring House, as these may be props and set from the current season.
- If the doors are locked at any point, please inform the Higher Education team. Out of hours, the Security team will be able to unlock these for you. All doors must be unlocked whilst a group is working on the stage or in the Theatre, in order to ensure emergency exits are clear.
- Security will check the building at the end of the day. If you have any concerns at this point, please contact Security directly via Stage Door.
- From time to time, especially during the winter, maintenance may be undertaken on the space. If this occurs alongside your session, a member of the Higher Education team will brief you accordingly.

# Appendix One: Seating Plans







SEATING PLAN  
UPPER GALLERY

# Appendix Two: Stage and Tiring House

Hi

