



Globe Theatre

User Guide for Higher Education Faculty





Contents

Layout & Terminology	3
Backstage	4 - 5
Tours	6 - 9
Weather	10
Front of House	11 - 12
Health & Safety	13 - 14
Evacuation & Lockdown Procedures	15 - 16
Other Useful Information	17
Appendix One: Seating Plans	18 - 19
Appendix Two: Stage and Tiring House	20

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 Boxes are the painted bays next to the stage in the middle gallery.

The Musicians' Gallery / Lords Rooms 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. Your Company Manager will inform you of set specifications and positioning including what, if any, might be removed during Final Scene Sharings. 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 alert the Theatre Monitor who will contact Higher Education to sort this out.

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.

Water Supply

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

Toilets

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



Tours

The auditorium is a shared space with a variety of tour groups from our Tours and Learning teams. These tours run **9.30am – 6.00pm** 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.

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 9.30am or after 6.00pm 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.

Higher Education will request **sensitive running** for the following sessions: Movement, Western European Historical Dance, Warm Up (and others at the Head of Programme Development’s discretion)

Higher Education will request silent running for the following sessions: Acting, Voice, Singing, Dress Rehearsals (and others at the Head of Programme Development’s discretion)

Sensitive Running

In Sensitive Running tour guides in all galleries will speak quietly with awareness of activity on stage and will encourage patrons to minimise speech and speak quietly.

Silent Running

In Silent Running, tour guides will whisper into whisper mics to patrons who will be wearing headsets to operate as close to silent as is possible.

The exception is for tour groups with access patrons who require audible sound or tour guides with access needs.

Yard Access

You will have access to the yard for you and the students to use during the Globe Stage session. Tour guides are also entitled to bring their tour groups through the Yard. If you will spread out significantly through the Yard for a significant duration of the session, please indicate this to the Higher Education team in advance. We can request that tour groups have 'restricted yard access' meaning they will only travel through the back of the yard close to the lower gallery bays.

Photos

We allow tour groups to take photos during all Higher Education sessions as our students are all adults. Patrons pay a significant fee for their tour and taking photos is an important part of their experience of the Globe Theatre. Prior warning is given to students on several occasions in written and verbal form. Patrons are never allowed to film video footage in the theatre.

In the instance that a student (or faculty member) does not consent to photos being taken, they must request this from Higher Education well in advance so that this can be communicated to the tours team ahead of the session. It should be noted that this is a significant request which impacts heavily on operations and our relationship with members of the public.

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.

Theatre Monitor

The Theatre Monitor is a member of Visitor and Audience Operations staff who will be positioned in the Globe Theatre at all times during tour hours (9.30am – 6.00pm), usually in the Lower Gallery or Yard, to ensure all restrictions are being observed and operations are running smoothly.

If you have any questions or concerns about noise levels, bay access, or photos please speak with the Theatre Monitor who can radio for Higher Education to support. Please do not speak with tour guides or patrons directly as they take instruction only from their managers. Please do not ask the Theatre Monitor to change any noise or photo restrictions yourself, these requests can only be made by the Higher Education team.

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.

When silent running is in effect, you will be asked to deliver your tour via whisper mic to the group who will be wearing headsets. It is

important that both you and the group arrive to the Main Foyer at least 10 minutes early for the equipment to be distributed. Once you have finished your tour you should return to the Main Foyer to deposit your mic and the headsets with Higher Education staff on the Education desk. It is important you keep to the tour timings listed on the schedule and offer to prevent disruption to operations.



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

The Higher Education team will ask you to meet in the main foyer **10 minutes prior to your Globe Stage session**, and will take you into the theatre. If the session is the student's first time on the stage, we will give a short Health & Safety briefing once in the theatre.

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.

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.

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 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 toilets 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 them to regain access to the Globe.

FOH Water Supply

Water is available at the Foyer Café.



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. We intend to deliver this in the few minutes before the session start time, but we must wait for all to be in attendance.

Please adhere to the following and reinforce this guidance with students during your sessions:

- **Always wear your security pass in the Globe Theatre** – Globe Staff are likely to mistake you for a member of the public and ask you to leave if you do not have your student lanyard displaying.
- **Leave your bags in the recesses on either side of the Tiring House** – do not obstruct doors or the passage between the Tiring House and the stage as this is a trip hazard. When performing, an alternative space for the storage of bags and belongings will be arranged.
- **Be aware of the edges of the stage** – do not jump off or sit down and slide off, use treads/steps ONLY.
- **Treads/steps are NOT an extension of the stage** – do not run onto them as they can tip over. Be careful as they may be slippery when wet.
- **Be careful with movement sequences** until you are comfortable with fitting them into the space.
- **Take care on the floor as it is very hard and may be slippery when wet** – wear rubber soled shoes if possible for grip. Practise falling and stamping etc... carefully and safely, always guided by Faculty.
- **Do not have bare feet on stage** – there could be screws or splinters.
- **Be aware of bags and trip hazards in the yard** - If you enter through or perform in the yard for your Final Scene Presentation look out for audience members and their bags on the floor.
- **You are not allowed in the substage or to use the trap door** – the trap door can squeak; it is not broken. Do not be alarm and do not attempt to fix it.
- **You are not allowed in the attic.**

- **You are allowed in the Musicians' Gallery when guided, always use the staircase to get to and from it** – if it is absolutely necessary to use the ladder in the tiring house please only do so with guidance from Faculty, with rehearsal, and another student watching from the bottom of the ladder to ensure it is used safely.
- **Be aware of wooden pillars** – these can be hidden by masking so be careful when running offstage or moving around the Tiring House.
- **Do not touch the lighting desk, technical equipment, instruments, or props.**
- **No food or liquids on the Globe Stage or in the Tiring House** – only bottled water, please leave it in the Tiring House during the session.

Emergency Exits and First Aiders

- Your **emergency exits from the yard and stage** are **doors 1, 2, 3, and 4.**
- Your **emergency exits from the Tiring House** are down the staircase to **door 5** or the **door to the office stairwell continuing down to Stage Door.**
- The **emergency exits from the middle and upper gallery** are via the stairwells of the **North and East towers.**
- Your assembly point is **Tate Modern Gardens.**
- If you will be in the middle or upper gallery for any part of your Final Scenes Presentation, you must familiarise yourself with the routes to emergency exits marked by green man signs.
- You can contact a **first aider** via the **Welcome Desk, Stage Door,** or in **The Swan.**

Final Scene Sharing

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 as using the incorrect type could aggravate a fire rather than control it. They will be operated by trained Globe staff.

Evacuation Process

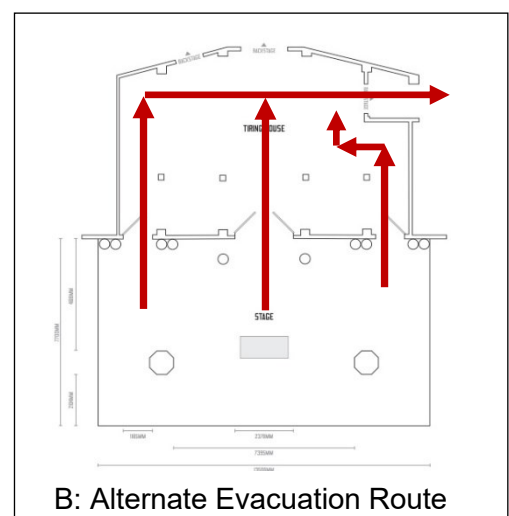
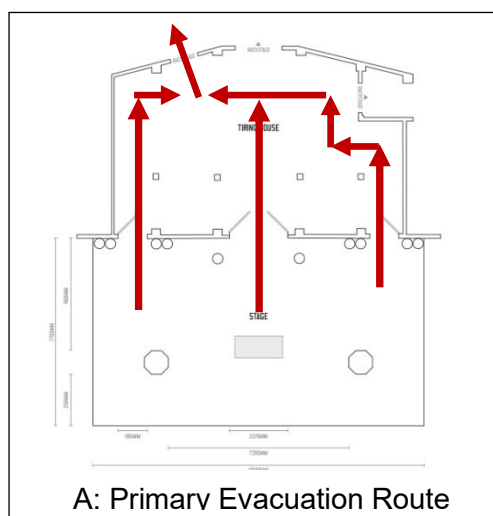
During a workshop or scene rehearsal, Higher Education Faculty are responsible for escorting their students to the relevant muster point. Please use the closest fire exit, rather than potentially going a longer route to follow the way you entered. Globe staff will then attend to ensure everyone is accounted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

During a performance or scene sharing, 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

When evacuating from the Globe Theatre you gather at the **‘Tate Community Gardens’** outside the front of the Tate Modern.

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

Lockdown/ Invacuation 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:

In event of a firearms and weapons attack, please follow this Run, Hide, Tell guidance. Video training can be found [here](#).



Other Useful Information

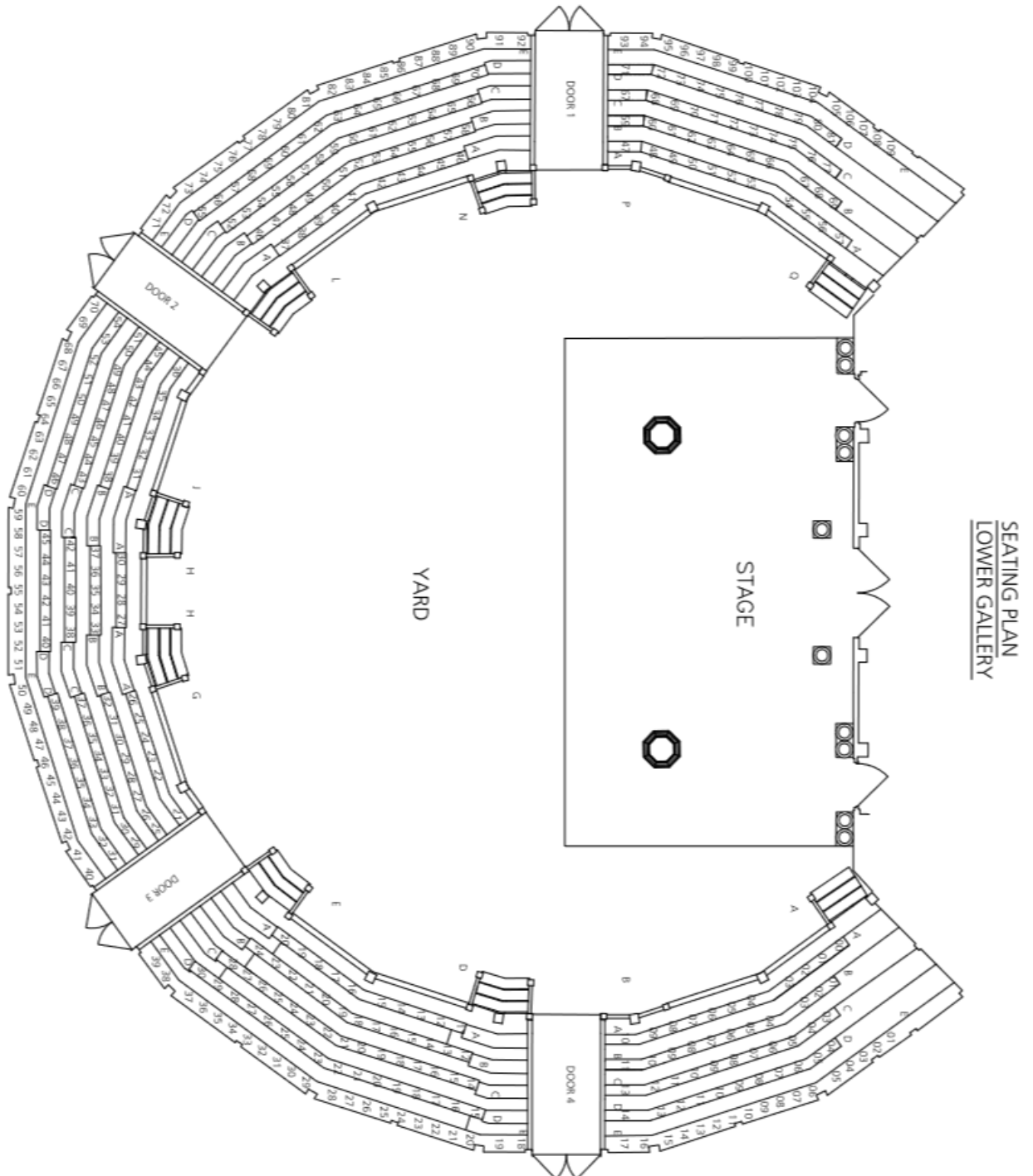
Contact Details

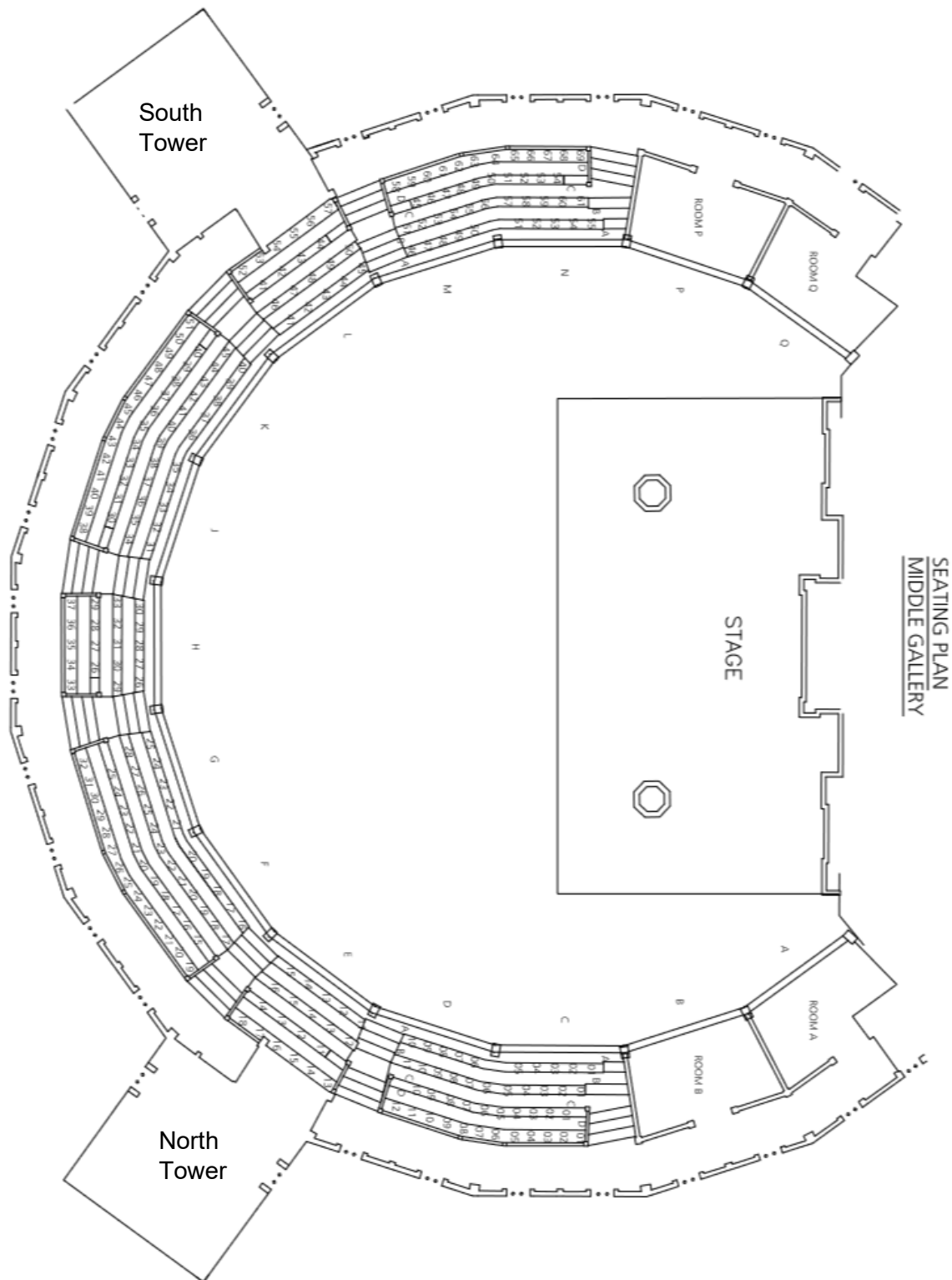
Stage Door	0207 902 1400
Higher Education	0207 902 1464

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 Sharing's 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





Appendix Two: Stage and Tiring House

