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**Access and facilities guide**

You can read through this guide for an overview of our facilities, or click on one of the links below to take you straight to a particular level.

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[**Level -1:**](#_Lower_Ground_Floor)Kodak Gallery, Insight: Collections & Research Centre

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A ramp links the front entrance of the museum to the subway, which allows for easy access to the central shopping area and local businesses.

Access to the museum from the front of the building is via a level entrance and automatic barrel doors. Access from the car parks at the rear of the building is via push-button automatic doors which open into a short link connecting the main museum building with the Pictureville cinema auditorium. The doors leading into the museum from this link are not unlocked until the museum opens.

Access around the building is via the open plan main staircase or the two public lifts (front and central), both of which are equipped with audio announcements, Braille and/or raised buttons. As there is no set route around the building, the choice is yours as to where you start. All assistance dogs are welcome.

Floor levels and galleries are numbered for easy route finding, and large panel signage is used around the building.

# Entrance / Level 0

Box Office, Shop, Café, Picnic Area, Life Online, IMAX, Pictureville

**Foyer**

In this large open plan area you will find the Pictureville Cinema box office, which is located to the left of the main entrance as you enter the building. The control/security room (where visitors with an appointment must sign in) is located to the right of the main entrance, near the IMAX entrance. All counters are open plan and accessible for wheelchair users. A hearing loop is fitted in the box office.

Next to the control/security room, either side of the IMAX entrance, you will find the Level 0 toilet facilities, including a Changing Places toilet, equipped with hoist, changing bench and centrally located toilet. This toilet is accessible with a RADAR key. If you forget your key, please ask a member of staff for access. Baby changing facilities are also available for all.

**Shop**

The museum shop is situated in the foyer just behind the box office.

**Café**

The Café is opposite the shop and box office. A wide range of food is available here during the day.

There are two heights of tables to accommodate wheelchair users. All seating is moveable and booster seats are available.

There are no toilet facilities in the Café, but the toilet facilities in the foyer are very close by.

**Picnic area**

If you would prefer to bring your own food, the picnic area is located past the IMAX entrance, near to the Life Online gallery and male toilets. It has seating for approximately 30 people.

This area has fixed tables and moveable seating. There is enough space for several wheelchair users.

Please note that this area is used for pre-booked groups during the school term and may not always be available for use. Please speak to a member of staff who will direct you to an alternative seating area.

**Life Online**

Access to the Life Online gallery is to the right of the main museum entrance doors.

The gallery is wheelchair friendly.

There are seats located outside the gallery, opposite IMAX, with toilet facilities either side of the IMAX entrance.

**IMAX**

Standard IMAX films are suitable for all groups, but please ask if you have any viewing concerns.

Access to the IMAX theatre from Level 0 is via a staircase in a darkened queuing area. Once inside the auditorium, stairs provide access to the seating area – please bear in mind that these stairs are fairly steep and extra care should be taken, particularly once the adverts have begun and the lights are dimmed.

There is an additional entrance on Level 5 available for visitors with easy access requirements. Access to this entrance is via the front public lift and locked door which requires a code. Please let the box office know that you need to use this entrance, and allow extra time in your schedule due to demand for the public lift.

We have single spaces for wheelchair users which are situated on the balcony (access via Level 5); there are accompanying seats alongside.

A Williams hearing system is fitted in the theatre for d/Deaf and hard of hearing visitors. Please ask at the box office.

Booster seats are available if required – please ask a member of staff.

Drinks and snacks can be purchased from the Café during the day and Pictureville Bar during the evening. You may take drinks and snacks into the cinema, but glass or crockery is not permitted in any of our auditoria.

Toilet facilities are available on Level 5, including an accessible toilet (inside the Animation Gallery). You must inform an usher if you wish to use the toilet facilities so they can let you back in to the auditorium through the Level 5 IMAX door.

The IMAX doors on Level 5 are also used to vacate the auditorium after the film. One door leads to the west stairs at the far right of the building while the other leads to the main stairs, central lift and Animation Gallery. Please give visitors with access requirements priority use of the front lift.

**Pictureville**

Access to the Pictureville cinema auditorium is through the link which connects the main building to Pictureville, and a short staircase with wheelchair lift. Please inform box office or another member of staff if you need to use this lift.

Pictureville has audio description and Dolby Screen Talk subtitling for selected screenings. The subtitles are projected directly on to the screen so that d/Deaf and/or hard of hearing viewers can follow the dialogue and other sounds relevant to the plot/story.

Audio description sets the scene and details actions throughout the screening for blind and/or partially sighted viewers.

Please check the latest listings on our website for screenings with subtitles and audio description. You can also call us on 033 0058 0058 or email [info@sciencemuseumgroup.ac.uk](mailto:info@sciencemuseumgroup.ac.uk).

Pictureville has a Sennheiser hearing and loop system. Please ask at the box office if you need to use these facilities.

There are two spaces for wheelchair users, and booster seats are available – please ask a member of staff.

Pictureville Bar opens 30 minutes before the first cinema screening of the day, serving a selection of hot and cold beverages including beers, wines and spirits. Food and cinema snacks are also available. You may take drinks and snacks into the cinema, but glass or crockery is not permitted in any of our auditoria.

Access to Pictureville Bar is via a wheelchair lift which may be operated by the user or a carer. Please speak to a member of staff if you require assistance.

Toilet facilities are available in Pictureville. Male and female toilets are situated down a short staircase, and accessible toilets are situated in the waiting area.

# Level -1

Kodak Gallery and Insight: Collections & Research Centre

**Kodak Gallery**

Access to the Kodak Gallery is by stairs or either of our two public lifts.

There is some seating inside the Kodak Gallery.

There are toilet facilities at the top of the stairs which lead to Insight: Collections & Research Centre, but there are no accessible facilities.

**Insight: Collections & Research Centre**

Insight is where tours of our Collection takes place. With prior booking this area is also available for viewing and research, but it is not normally open to the public. Please visit our website to find out how to book an appointment.

Access is through the Kodak Gallery, and a short set of stairs with wheelchair lift. Please inform a member of staff if you need to use the wheelchair lift to access this area.

The nearest toilet facilities are at the top of the stairs, before you enter Insight, but they are not accessible.

# Level 1

Gallery 1 and Cubby Broccoli Cinema

**Gallery 1**

This is a temporary exhibition space.

Access to Gallery 1 is via the stairs or either of the two public lifts. The central lift opens into the gallery, while the front lift opens opposite the gallery entrance. There is a seating area outside the entrance to Gallery 1.

There are no toilet facilities on this level.

**Cubby Broccoli Cinema**

Access to the cinema entrance is by stairs or public lift, although the front lift is closer to the cinema. Please note that if you are visiting the cinema after the museum has closed, the lifts will be temporarily off and you must inform a member of staff if you require lift access.

From the cinema doors, there is a ramped entrance/exit to the auditorium and seating for four wheelchair users.

Cubby Broccoli Cinema has a Williams hearing system and booster seats are available – please ask a member of staff if you need to use these facilities.

Drinks and snacks can be purchased from the Café during the day and Pictureville Bar during the evening. You may take drinks and snacks into the cinema, but glass or crockery is not permitted in any of our auditoria.

There are no toilet facilities in this area – the nearest are on Level 0. Please note that if you are watching a film during the day and you leave to use the toilet facilities, the door will shut behind you. It requires a code to be opened from the outside, so you must speak to a member of staff who will let you back in. This is a measure to prevent other museum visitors walking into the auditorium during the film.

# Level 2

Gallery 2

**Gallery 2**

This is a temporary exhibition space. Access to Gallery 2 is via the main stairs, small staircase opposite the entrance to Gallery 1 or the front public lift. There is a seating area outside the entrance to Gallery 2. There are no toilet facilities on this level.

# Level 3

Wonderlab and Experience TV

**Wonderlab**

Wonderlab uses the gallery space to the left of the stairwell on Level 3.

Access is via the stairs or either public lift. Seating is available inside the gallery. Toilet facilities, including an accessible toilet, are located in Experience TV opposite Wonderlab.

**Experience TV**

Experience TV uses the gallery space to the right of the stairwell on Level 3.

Access is via the stairs or either public lift. Both lifts are located inside the gallery. Seating is available inside the gallery. Toilet facilities, including an accessible toilet, are located in the gallery.

# Level 4

Makespace

**Makespace**

Access is via the main stairs, small staircase next to the central lift door in the TV Gallery, the ‘west stairs’ to the far right of the building, or the front public lift.

There is a seating area outside the entrance to Makespace. There are no toilet facilities on this level.

# Level 5

Animation Gallery and Games Lounge

**Animation Gallery**

Access is via the main stairs or either public lift. The front lift opens opposite the entrance to the gallery, next to the IMAX exit doors, while the central lift opens inside the gallery.

There is no seating inside the Animation Gallery except inside the viewing booth.

Toilets, including an accessible toilet, are available in the Animation Gallery.

**Games Lounge**

The Games Lounge is located on Level 5; there is lift access to this level, with the doors located near the entrance to the Games Lounge.

There are toilet facilities located in the Animation Gallery on the same level.

The Games Lounge has limited seating which is linked in with the activities.

# Level 6

BFI Mediatheque

**BFI Mediatheque**

Access to the BFI Mediatheque is via the main stairs, small staircase opposite the entrance to the animation gallery or by the central lift. Here you will find over 2,500 film and television titles from the BFI National Archive. A member of staff will be on hand to help and advise you. There are 7 booths including one that can accommodate up to three wheelchair users and a carer. All other booths contain either 3 or 4 seats.

We have a hearing loop facility available at the reception desk.

Because of the nature of the archive unfortunately this material is not subtitled but headphones are provided to watch the content in the BFI Mediatheque. We can also supply headphones adapted for those using hearing aids. Alternatively a small speaker can be provided on request for visitors unable to use headphones.

There are no toilets on Level 6. General and accessible toilets are available on Level 5 which can be accessed via the lift or small staircase by the BFI Mediatheque entrance.

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