

WELLINGTON JAZZ FESTIVAL



TITLE: The Wellington Jazz Festival

Contents

[Description of the Event](#)

[The Venue](#)

[Getting Help from Staff](#)

[Inside the Theatre](#)

[Blind and Low Vision Audience Members](#)

[Hard of Hearing Audience Members](#)

[Upper Floor Access](#)

[Wheelchair Access](#)

[The Concert](#)

Description of the event:

The annual Wellington Jazz Festival is the highlight of Aotearoa's music calendar, featuring some of the finest musicians from across New Zealand and around the globe.

Jazz and music lovers are invited to explore a selection of gigs across the city, spreading the magic of jazz throughout the capital's streets, cafes, bars and live music venues.

We as the producers of the Festival are presenting two performances at San Fran.

The Venue

San Fran

You will find San Fran Wellington at 171 Cuba Street, Te Aro, Wellington. The closest bus stops are on Manners St. A taxi can drop you immediately outside the front entrance. Paid parking is available in designated bays within 5 minutes' walk of the venue.



San Fran is up two sets of stairs (16 steps, then a landing, then 9 steps). The front entrance to the building has one door to enter through. The door will be held open when there is a performance on from 30 minutes before the start of the performance. In some cases, there may be a queue to reach the front entrance out on the street.



Once you have entered the building, you will be in a narrow corridor which leads to the stairs. There is a small bump on the threshold between the pavement and the entry hallway and another small step before you reach the bottom of the stairs.



There are x16 steps leading up, with a wall running along each side of the staircase. There are handrails on both sides. The approximate width of the staircase is 1.5 metres so they are wide enough for people to pass each other. At the top of the 16 steps there is a landing area large enough to rest if you need to with people still able to pass by. There are then another 9 steps leading up before you reach the venue.



A staff member from the Festival will be seated at the bottom of the stairs, to check your ticket and to direct you upstairs to the performance space.

Please note there is no elevator access in this venue.

At the top of the stairs, you will come into the performance space. It will look like this.



Directly ahead of you will be the bar where you can buy snacks and drinks to enjoy during the show. The bar may be noisy as the staff prepare drinks and open and close the tills. When there are a lot of people in the venue before a show these sounds will be less obvious. It may also get noisy when people start to arrive for the performance with many people talking and moving around.

To the right of you at the back of the venue are doors to an outside balcony which you are welcome to go out on to. There is seating on the balcony. People may use this area to smoke or vape, and you may hear noise from the street below.

To the left of you is the area for the audience to stand or sit depending on the set-up for your performance. If there are chairs you are welcome to take a seat. For some performances, there may be no seating or not enough seating for everyone, in which case you may need to stand for the length of the performance.

The performance from Bumpy @8pm is approximately 60 minutes long

This photo shows what the venue could look like for a standing performance.



If you follow the left-hand wall towards the stage, you will see the door to the toilets, which is marked with this sign. Female toilets are on the left and Male toilets are on the right.



Please note there are no accessible toilets in this venue.

The stage in this venue is raised at about waist height of an average adult. This venue seats a total of 130 audience members or can hold up to 400 people standing.

Getting Help From Staff

Members of Wellington Jazz Festival staff will be standing throughout the venue. Staff will typically be easy to find at the top of the stairs. They'll be wearing a T-shirt like the one in the picture below.



Staff will be happy to help you with any questions you may have.

Inside the Venue

Below is a picture of what the venue looks like empty. This photo is taken from the back left corner of the venue.



Blind and Low Vision Audience Members

- Guide dogs and assistance dogs are welcome at the San Fran. Please seek out staff for help to find a place where the dog is safe and comfortable if required.
- There is no audience description at these concerts. As a live music event we believe the concert will be accessible to blind and low vision audience members without audio description.
- Please seek out staff members if you need help finding your way around the venue.

Hard of Hearing Audience Members

- There is no audio loop available at this venue.

Wheelchair Access

- There is no wheelchair access at this venue.

The Concert

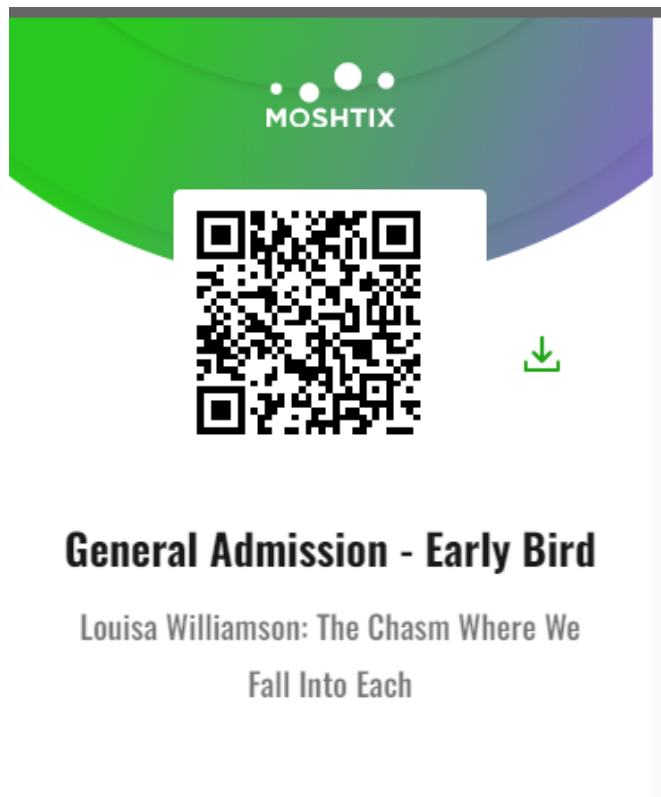
Here's a guide detailing what you can expect from the full concert experience.

Arrival at the venue – When you arrive at the venue you can expect it to be a busy atmosphere. There will be people queuing for tickets, queuing for the bar or waiting to meet friends. There may be lots of different conversations happening, which may make this area noisy.

A staff member will ask to check your ticket before you go into the venue and help you find a seat if applicable. If the door to the venue is not yet open, you can wait at street level until it's time to go inside.

Entering the Venue – This venue uses digital tickets which you can show to staff on your phone. It will have the show name printed on it.

This photo shows what your ticket will look like. The term GA means General Admission and means you are welcome to sit or stand wherever you like.



You can show your ticket to a staff member and ask for help finding a seat if you need to.

The Concert begins – Once the audience are settled into their seats, there may be a change of lighting to make the space darker. An announcement welcoming the audience will be made by someone speaking from the stage for the Louisa Williamson performance only.

The concert will be presented in a concert format meaning the musicians and performers will be on the stage and the audience will be seated or standing facing the stage.

As an audience member, the expectation is that you will try to be quiet throughout the performance, so that other audience members can watch and listen without being distracted.

However, when listening to jazz music it is usual for people to clap and show their appreciation if there is a part of the performance that they enjoy. The audience may also clap after individual musicians are showcased in a “solo”.

If you need to get up during a seated concert, or you need help from a staff member, please try to move carefully but promptly to the aisle to avoid standing in front of other people. Staff members will be standing near the top of the stairs where you entered the venue.

There will be applause from the audience after each song or piece of music has completed, and then again at the end of the concert. You may wish to bring ear plugs if you are sensitive to noise. Audience members may get excited and cheer or whistle.

Encore – The musician may leave the stage during the final applause and then come back on to perform another song.

Leaving the Auditorium – After the performance, the bar will close, and people will leave the venue quite promptly. You can make your way back outside via the same stairs or door you came in on.

Enjoy the show!
