

‘A DEEP Northern Celebration’

Event information

Thank you for accepting the invitation to celebrate DEEP’s 10th anniversary at the Northern Celebration Event hosted by Educate, Fabulous Forgetful Friends, THRED and Forget-Me-Nots Carlisle DEEP groups.

We want to make sure that you have the best experience possible whilst attending the event, so we have put the following information together for you.



When: Thursday 6th October 2022

Times: 10.30am until 5.30pm

Where: The Front Room at The Royal Exchange Theatre, St Ann’s Square, Manchester M2 7DH

Main contact person for all enquiries:

Rachel Niblock Niblock@myid.org.uk

Telephone 07720 538851

Who will be there?

The majority of people who will be attending are members of DEEP groups. There will also be some dementia professionals. There will be a maximum of 70 people attending the event.

The day

We would like this to be a day of fun and celebration. There will be plenty of time for people to socialise.

There will be some formal presentations and discussions. We will also be creating a DEEP song on the day.





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COVID restriction

Although we are no longer facing any COVID restrictions, we are aware that some people may still feel some apprehension. Please let us know if there is anything that we can do to help you feel safe in the environment e.g. 'No hugging' badges, hand sanitizer, face masks etc. Please do not attend the event if you have any COVID symptoms or have a positive lateral flow test.

Risk assessment

The venue has a risk assessment in place. We are doing things to make sure your support and needs are met. Please let us know if there is anything specific you need.

Quiet space



We will have a designated quiet space – The Exchange Suite . Please feel free to take time out as and when you may need it.

Photography and filming

The event will be captured in photographs and film. There will be consent forms available on the day for you to give your permission. If you do not wish to have your photograph taken or to be filmed, please let us know.

Food and refreshments



Morning and afternoon refreshments will be available. There will be a buffet type lunch provided too. Please let us know, as soon as possible if you have any specific dietary needs.

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Directions to the venue

PLANNING YOUR JOURNEY

The Royal Exchange Theatre, St Ann's Square, Manchester M2 7DH. The main entrance is at **St Ann's Square**, it has step-free access, with a lift directly to the Great Hall.

There is also an entrance in **Cross Street** which is right by the road for car drop offs.

You may find it helpful to use the [TfGM Website](#) to plan your journey. (Please note, part of Deansgate and Blackfriars Street has been pedestrianised so double check your route before leaving)

For an up to date, full map of disabled parking bays and information on Blue Badge access in Manchester please visit the [Manchester City Council website](#).

Access into building:

Important information if you cannot do stairs

!!The accessible lift in St Ann's Square has recently been out of action. !!

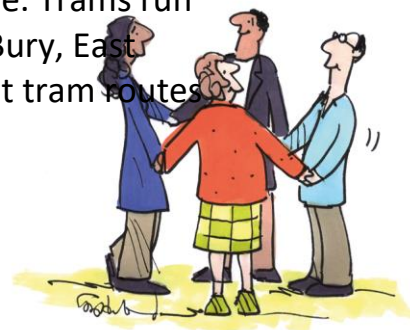
An alternative lift is available for anyone who needs it at our stage door entrance on the Cross Street/Old Bank Street side of the building (next to the shop Fjall Raven/ opposite Sainsbury's). **Please contact Rachel if you will need to use the lift and we will make sure somebody meets you at the lift entrance.**

Please follow the Google Maps link to see the entrance - <https://bit.ly/39pMT8K>

TRAVELLING TO THE ROYAL EXCHANGE THEATRE

Metrolink

The nearest Metrolink tram stops are Market Street, St Peter's Square and Exchange Square, all of which are a close walk from the Theatre. Trams run frequently throughout the day and evening from Altrincham, Bury, East Didsbury, Eccles and MediaCityUK. For more information about tram routes and times, click [here](#).



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Bus

Numerous bus stops are close by the Theatre.

Train

Manchester Victoria train station is the closest from the Theatre.

There are free trams from Piccadilly and Oxford Road stations too

Taxi

There are two taxi ranks, both a couple of minutes' walk from the theatre - one on St. Mary's Gate and one opposite the Town Hall on Albert Square. If you would like to book a taxi to pick you up from Cross Street, Manchester Radio Cars can be contacted on **0161 236 8033**.

Parking

There are over 3000 car parking spaces within a 10 minute walk of the Theatre. Car parks which are within easy distance of the theatre. Your parking charge will be reimbursed.

Selfridges car park – No 1 Deansgate Manchester M3 1AZ

High Street multi-storey car park, above the Arndale Centre, High Street M4 1AZ (1450 spaces)

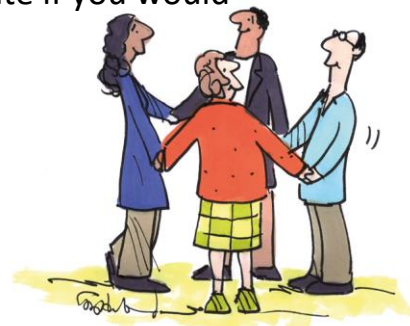
Expenses

You will be able to claim your parking, mileage, or train tickets. Please make sure you keep your receipts or photograph of receipts to claim petty cash back on the day.

Larger claims may need to be reimbursed by BACS shortly (within 7 days) after the event. If your claim, for example for mileage is above £25.00, please provide your bank account number and sort code. Mileage will be reimbursed at 45p per mile. We encourage you to car share where possible to keep costs down.

Fuel is really expensive at the moment – so please don't hesitate if you would like us to cover your fuel in advance. please contact Rachel at

Niblock@myid.org.uk



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Please do not hesitate to get in touch if we can help you in any way to get the most from the experience.

Rachel Niblock

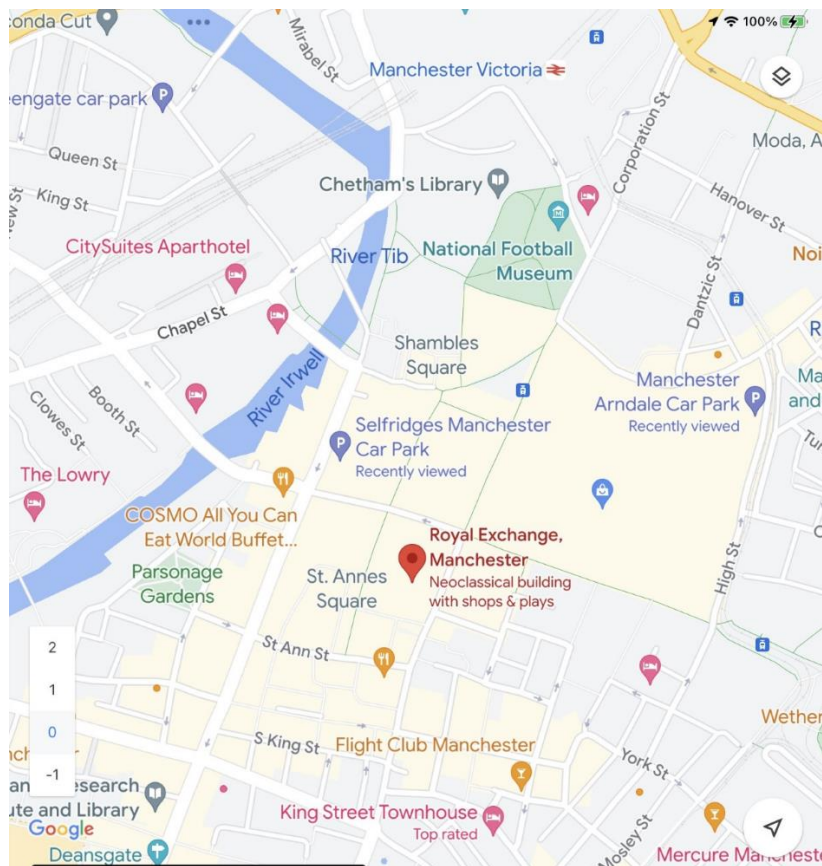
Mobile: 07720 538851

Email: Niblock@myid.org.uk

To find out more about other DEEP festival events visit

<https://anniversary.dementiavoices.org.uk/deep-festival-events/>

See Maps below



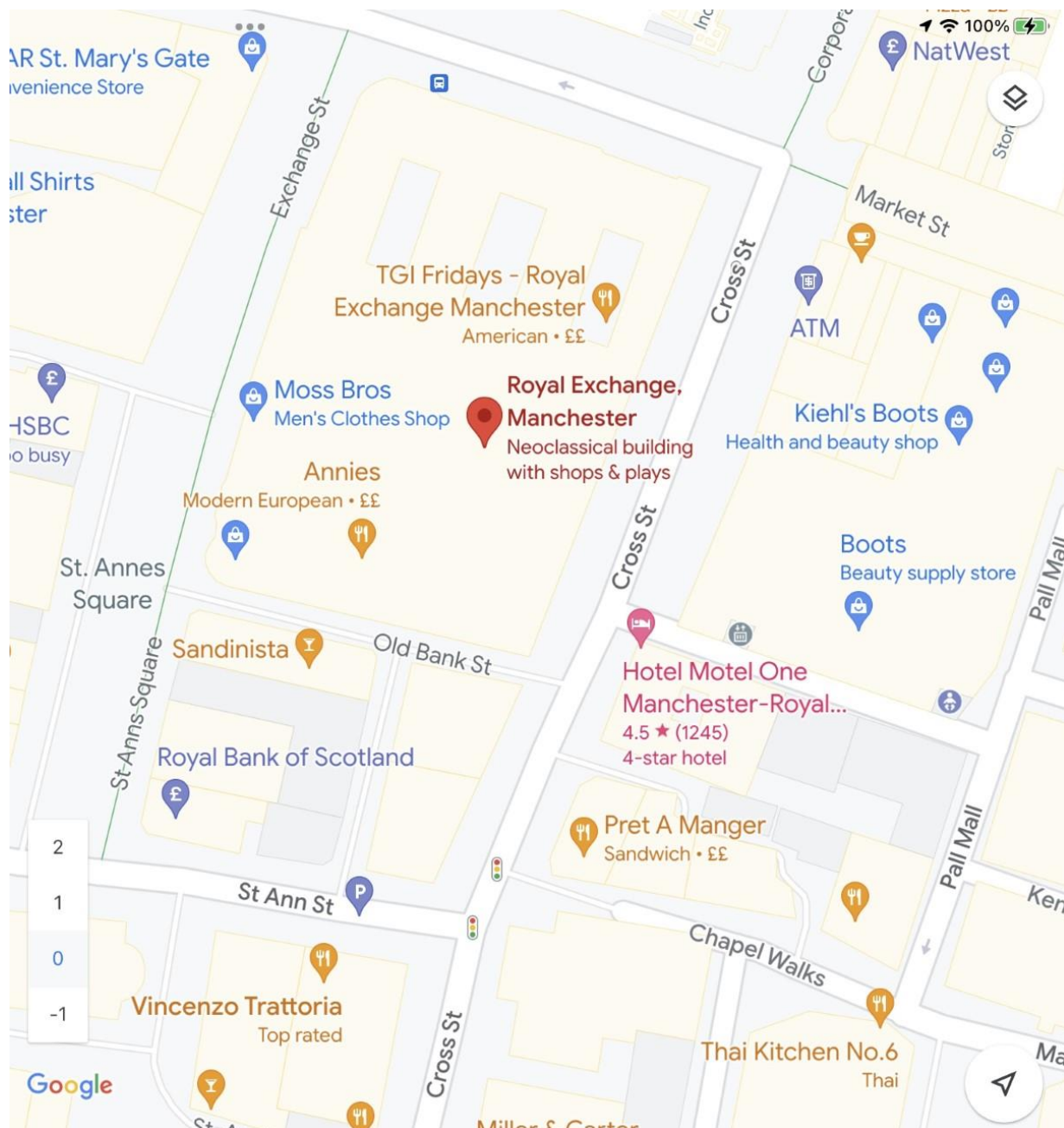
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