# Bunjil Place Gallery Access Key

**Version 2.0**

**Updated December 2018**

## Guidelines

**Thank you for choosing to use an Access Key for Bunjil Place Gallery.**

**For your Access Key to be successful, we recommend you follow these guidelines.**

**Access Keys preferably to be obtained two weeks in advance of visit.**

**Access Keys to be read calmly and confidently in an environment free of distractions.**

**An adult/carer is to read the Access Key with the participant as often as required, to ensure the participant understands the Access Key.**

**Help the participant comprehend the key points of the Access Key, consistently monitoring for level of understanding.**

**If using the Access Key as a reflective tool, enjoy the pivotal link between experience and recall after the visit has taken place.**

**Once the visit has taken place, revisit the Access Key to celebrate success.**

**Download Access Key in its entirety - 14 pages in total.**

## Did You Know?

**Bunjil Place is the City of Casey’s vibrant new arts and entertainment precinct.**

**For information about events, services and facilities, visit Bunjil Place website on the following link** [**https://www.bunjilplace.com.au**](https://www.bunjilplace.com.au)

**or Box Office on the following link**

[**https://www.bunjilplace.com.au/events**](https://www.bunjilplace.com.au/events)

**Bunjil Place Gallery is free to enter Tuesday to Sunday, 10am – 5pm.**

**The Gallery hosts a variety of exhibitions suitable for visitors of all ages.**

**The Gallery hosts a variety of exhibitions suitable for all ages four times per year.**

**The Gallery will be closed in between exhibitions to allow time for installation of new exhibitions.**

**Closing times are available on the following Bunjil Place website link.**

[**https://www.bunjilplace.com.au/about/gallery**](https://www.bunjilplace.com.au/about/gallery)

**Free Wi-Fi is available.**

**To learn more about what is on offer, visit the Gallery page on the following website link.**

[**https://www.bunjilplace.com.au/about/gallery**](https://www.bunjilplace.com.au/about/gallery)

## To provide feedback, please see a Gallery Front of House staff member at the Gallery desk, or call Bunjil Place Box Office at 9709 9700 (Monday to Friday, 9am – 5pm) or visit Bunjil Place Customer Service contact page on the following link.

## <https://www.bunjilplace.com.au/contact>

## Toilets

**Bunjil Place has:**

**A fully accessible adult change room complete with hoist, shower and seat, toilet rails and a lowered sink.**

**A parent room complete with a microwave oven.**

**An accessible gender-neutral toilet.**

**Separate male toilets and female toilets.**

### Sensory Guide Toilets

#### Sounds

* **Echo**
* **Hand dryers**
* **People**
* **Toilets flushing**
* **Water running**

#### Sights

* **Bright lights**
* **Mirror/Reflection**

#### Smells

* **Air Freshener**
* **Bathroom smells**
* **Disinfectants**

## Staff

**Roving Concierge staff wear black t-shirts or blue chequered shirts.**

**Gallery Front of House staff wear black t-shirts or black chequered shirts.**

**Security staff wear traditional security outfit; black jackets and white shirts.**

**All staff wear lanyards with a swipe card containing name and identification photo.**

## Gallery Service Counter and Entry

**Bunjil Place Gallery is located next to the library.**

**The Gallery is open Tuesday to Sunday: 10.00am - 5.00pm.**

**Gallery Front of House staff are available on the front counter to welcome visitors, answer questions about the Gallery or the precinct and to assist visitors with wayfinding.**

**Gallery Front of House staff will ask visitors for their postcode upon entry.**

**First, visitors enter the Gallery through a glass automated door.**

**In the entry there will be introductory information about the exhibition.**

**Then, visitors enter the Gallery through an open glass door.**

### Sensory Guide Gallery Service Counter and Entry

#### Feel

* **Heating/Cooling**
* **Shared personal space**

#### Sounds

* **Announcements**
* **Echo**
* **Faint music**
* **People**
* **Telephones**

#### Sights

* **Bright lights**
* **Glare**

#### Smells

* **Leather**
* **Timber**

## Gallery

**Visitors to the Gallery can enjoy art in a range of mediums and styles and from historical to contemporary periods.**

**Security staff may be present within the Gallery.**

**Noise levels within the Gallery may vary depending upon the exhibition.**

**Visitors please be mindful not to touch artwork – oils from hands can damage artwork.**

**Bunjil Place request all visitors move safely through the Gallery; walking only.**

**No food and drink to be consumed in the Gallery including water.**

**Please leave water bottles at the Gallery Service Counter.**

**No flash photography permitted.**

**Photography restrictions may apply depending upon exhibitions – Gallery Front of House staff will provide guidance.**

### Sensory Guide Gallery

#### Feel

* **Heating/Cooling**
* **Shared personal space**

#### Sounds

* **Echo**
* **Footsteps**
* **People**

#### Sights

* **Bright lights**

#### Smells

* **Leather**
* **Timber**

## Gallery Exit

**Visitors are free to leave the Gallery and return if they choose to.**

**First, visitors exit through an open glass door.**

**Then, visitors exit through a glass automated door.**

**If the automated door does not open, please press the black exit button located on the right of the exit door.**

## Accessibility

**Visual Communication Board located at Gallery Service counter.**

**Pen and paper available at Gallery Service counter for exchanging information**

**Staff available to read information to visitors if required.**

**The Gallery is a fully accessible space with wide clear walkways.**

**Clear space between furniture/exhibitions for a person to manoeuvre a mobility aid.**

**Assistance animals are welcome.**

**Large print labels may be available from time to time – please see Gallery Front of House staff.**

**Interviews and some artworks displayed on Gallery screens are available in closed caption.**

**Couches will most likely be in the exhibition space and armchairs can be made available on request.**

**Wheelchair/scooter charging station (power point) is available in an accessible location. Please see Roving Concierge or Gallery Front of House staff.**

## Safety

**Contrast on Gallery entry/exit doors.**

**Entry/exit is carpeted and exhibition area is polished timber boards.**

**The gradient of the exhibition floor may alter but will remain accessible.**

**Flooring includes four in-ground power outlets.**

**Exhibition space may include carpeted rug/s.**

**Gallery entry lights remain on during opening hours.**

**Lighting may vary depending upon the exhibition.**

**Artwork barriers may be present and alter in position.**

**Low lying plinths around artworks on the floor may be present with artworks positioned on top.**

**Occasional use of museum bollards and display cabinets during exhibitions.**

**Bunjil Place Gallery is a no smoking zone.**

**If first aid is required, please see Gallery Front of House or Roving Concierge staff for assistance.**

**All exits are clearly marked with appropriate signage above all doors.**

**Bunjil Place request all patrons respect personal space of others, place rubbish in bins provided and move safely throughout the venue, walking only.**

**In the event of an emergency, staff will help and direct visitors. If there is to be an evacuation, visitors will be directed to the nearest exit and designated assembly area.**

## Contact Us

**Bunjil Place, 2 Patrick Northeast Drive, Narre Warren, Victoria, 3805.**

**Phone: 9709 9700**

**Website: www.bunjilplace.com.au**

**Facebook: https://www.facebook.com/BunjilPlace/?ref=br\_rs**

**Instagram: https://www.instagram.com/bunjil\_place/**

**YouTube:** [**https://www.youtube.com/channel/UCtJWVwEn0-etpde3X03V8Fw**](https://www.youtube.com/channel/UCtJWVwEn0-etpde3X03V8Fw)

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**To view the full range of free Access Keys available, go to the following link** [**https://accessabilityaustralia.com/access-keys-2/**](https://accessabilityaustralia.com/access-keys-2/)

**For Access Keys in Braille or audio, please contact us** [**https://accessabilityaustralia.com/contact-us/**](https://accessabilityaustralia.com/contact-us/)

**Please complete our short survey on the following link to help us ensure continuous improvement.**

[**https://www.surveymonkey.com/r/F666XYK**](https://www.surveymonkey.com/r/F666XYK)

**We really appreciate your feedback.**

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