**Prospect Park Productions Site Accessibility Information**

**Description**

The Prospect Park Productions site comprises office space and a workshop–rehearsal space. Prospect Park Productions is an independent theatre company, which also runs Ōtepoti Theatre Lab and Ōtepoti Writers Lab. In addition to their own activities and projects, Prospect Park hires out the space to a range of performing arts companies and individuals on both a casual and long-term basis.

**Location**

Prospect Park Productions’ office and workshop space is on the ground floor of the Carnegie Centre, 110 Moray Place, Central Dunedin 9016.

Entrance to the site is via the main ground floor foyer through the first set of double doors on the right.

**Configuration**

At the entrance of the site is a carpeted reception area with a glass-topped counter to the right. On the left-hand side is a large wooden door that is NOT accessible. It is sealed to prevent access to another office space on the ground floor, which is not leased by Prospect Park Productions.

There is an enclosed office space adjacent to the reception desk and additional workspaces behind the counter (overlooking Moray Place) and in the thoroughfare between the reception and the workshop and rehearsal space.

The workspace overlooking Moray Place has both natural light from large windows and overhead lighting. The other workspaces have overhead lighting. These spaces are heated by a portable heater, a wall heater, and from the heat pump in the workshop–rehearsal space when those doors are open. This is not always possible when the workshop–rehearsal space is being used.

There is a small kitchen beside the workspace overlooking Moray Place. There is a fridge, cutlery, crockery, glassware, and tea and coffee-making facilities in the kitchen. Dishes are washed by hand.

The workshop–rehearsal space is at the south end of the site. The room’s floor space is approximately 5m x 5m room and is entered through double glass doors.

There are windows on the Moray Place-facing wall and the south wall, providing excellent natural light. There are also overhead lights. One of the south windows can be opened for ventilation. Currently none of the windows have blinds or curtains.

Sound-dampening panels have been installed and a carpet is available in the room to reduce echo. Heating is provided from a heat pump and a wall panel heater.

The workshop–rehearsal space includes a kitchen bench with sink, 10x foldable chairs, 7x armchairs, and 1x foldable trestle table. There is a large mirror on the north wall. We also have 4x music stands available on site.

**WIFI**

There is WIFI available to use on site. The password is displayed in both the shared workspaces and the workshop–rehearsal room.

**Toilets**

There are gendered toilets on the basement level of the Carnegie Centre building, which are reached via a wide set of wooden stairs to the left of the main building entrance. Two sets of keys (one at the reception desk and another in the workshop–rehearsal space) are kept on site to access these toilets.

There are gendered public toilets next door to the Carnegie Centre on the ground floor of Wilsons Parking at 54 Moray Place. Entrance is off Moray Place. See: <https://www.dunedin.govt.nz/community-facilities/public-toilets>

**Health and Safety**

Under the reception desk are:

* First aid kit
* Cleaning products
* Additional hand sanitizer and tissues

In the event of an emergency, site occupants should assemble on the corner of Moray Place and Stuart Street. A fire action plan is on the wall beside the main doors to our office.

**Covid Measures**

In the interests of protecting all our visitors and colleagues, so that we can continue to make and present work:

* We encourage visitors and those working on site to continue to use the Covid tracer app.
* Continue to mask and practice safe spacing as much as possible.
* Ventilate the space as is feasible (while remembering to lock windows and doors).
* Avoid being on site if you are unwell.

**Parking**

There are metred parks (Pay and Display) on Moray Place, and some free 5-minute short-term free parking spots directly outside the main Carnegie Centre entrance.

The Upper Moray Place Carpark (54 Moray Place) is next to the Carnegie Centre, which includes accessible car parks. The weekday casual hour fee is $2.50. For more information see: <https://www.wilsonparking.co.nz/parking-locations/dunedin/dunedin-cbd/upper-moray-place/>

**Public Transport**

The Dunedin Bus Hub is on Great King Street, approximately a 10-minute walk from the Carnegie Centre. The quickest route is to walk north up Moray Place, then continue walking around Moray Place across George Street until you reach Great King Street.

The closest north-bound bus stop (138) is on the first block of Princes Street south of Moray Place. The closest south-bound bus stop (151) is on the second block of Princes Street south of Moray Place on the other side of the Dowling Street intersection. This route is used by the #8 bus which runs from St Clair to Normanby and back via the central city.

For more information about buses see: <https://www.orc.govt.nz/public-transport/dunedin-buses>

**Contact and Further Information**

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