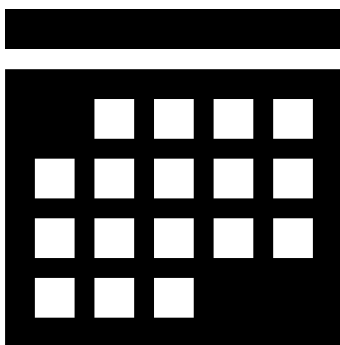


# Wakefield Exchange- Meeting Room Hire

## Easy Read Guide



### Wakefield Exchange

### Meeting Room Hire

**Easy read guide** to help you prepare for attending an event or meeting.

**Wakefield Exchange** is an indoor **meeting and events venue**.

The venue is in **Wakefield City Centre**.

The venues opening times are

**Monday Closed**

**Tuesday and  
Wednesday 9:00am to  
4:00pm**

**Thursday and Friday 9:00am to 10:30pm**

**Saturday 10:00am to 10:30pm**

**Sunday 10:00am to 4:00pm**



This is the **step free access entrance**.

There is **level access** and **auto doors** into the building from under the **canopy**.



This is the **ramp access entrance**. There is an **auto door**.

This entrance is on **Union Street**.



There is also **step access** here.

This is the **Main Hall**.

There is a **stage**.

There are **video projections** on the wall.

The hall has **coloured lighting**.

There is **music** playing in the background.



There are **male and female toilets**. These are in the **Main Hall** on the **ground floor**.



There is a **baby changing unit** in the **Female Toilets**.

This is in the first cubicle.



There is a **changing place** in the **Main Hall** on the **ground floor**.



Head into the main hall and **turn left.**

You will see the **Food and Beverage area.**



There are **toilets** on the **ground floor** in the **Food and Beverage area.**



There are two **gender neutral toilets** on the right.



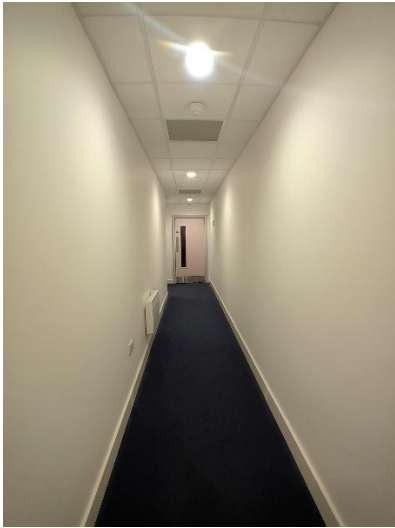
There is a **disabled toilet** at the end of the corridor.



There are **stairs** and a **lift** in the **Food and Beverage Area**.

Head upstairs to the **Mezzanine Level**.

This door leads to the **meeting rooms**.



Head down the corridor to the next door. This door leads to the **meeting rooms**.



To the left is a **disabled toilet**.



The doors have **key code** access.

Input the **code** provided to you to enter.



The **meeting rooms** are along the corridor and labelled.

Input the **code** provided to you to enter.



At the end of the corridor after WX3 there is a door.

Past this door there is an **evac chair**.



There is a **call button** here.



To **exit** the corridor, press the **green push button**.



There are **portable hearing loop** devices. Please ask a member of staff for help.



You can use our **WiFi for free**.

To do this you need to:

- turn your phone's WiFi on
- choose **WX Guest WiFi**
- the **Username** is guest

- the **Password** is wxevent
- **tick a box** to accept our terms and conditions
- choose '**connect**'.



The closest **disabled parking** is at:

- Borough Road car park
- Carter Street car park
- Trinity Walk Shopping Centre car park
- Ridings Shopping Centre



**Service dogs** are welcome in all areas of the venue.



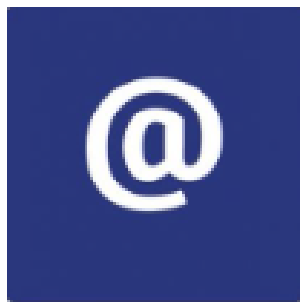
**DOGS ON  
A LEAD  
ALLOWED**

**Well-behaved dogs on leads** are welcome in the **Main Hall** and **Food and Beverage**.

Only service dogs are able to enter the meeting rooms.



Our **staff** wear a **blue** uniform. You can ask them questions about the venue. You can ask them for **help** if you need it.



Contacting the venue

If you have any **questions about access** at Wakefield Exchange, you can visit: [Plan Your Visit | Wakefield Exchange](#)

You can also **email the team** at [hello@wxwakefield.co.uk](mailto:hello@wxwakefield.co.uk)