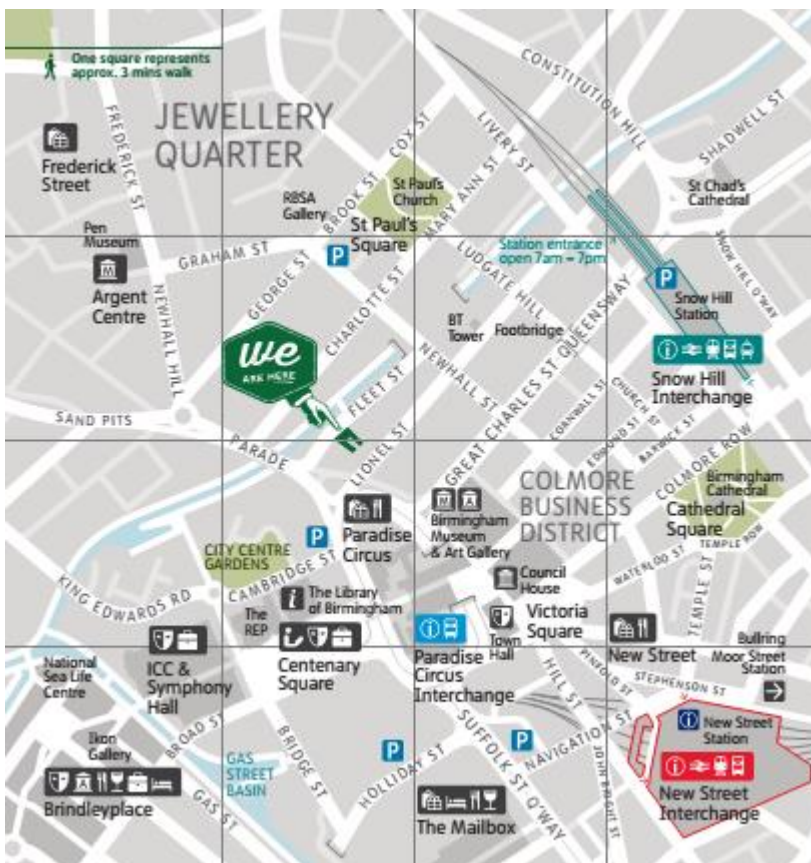


Information to help you plan your visit to Newman Brothers Museum at the Coffin Works



We look forward to welcoming you to our *Relaxed* experience at the museum. Dates and times for our autistic-friendly *Relaxed* sessions are on the website, but we hope this information is useful to anyone who likes to pre-plan their visit. We want your experience to be as relaxed and enjoyable as possible. If you need further information or specific help then please contact us on 0121 233 4785.



Finding Us and Parking

Newman Brothers at the Coffin Works is located at the edge of the Jewellery Quarter, 5 mins' walk from the city centre.

The address is 13-15 Fleet Street, Jewellery Quarter, B3 1JP.

There are two Disabled parking bays at the top of Fleet Street (a one-way street), on the right, just before the museum. On Sundays on-street parking is free all day.

A map of the location of Newman Brothers is shown on the left.

For detailed information about parking and directions, please visit <http://www.coffinworks.org/directions>

Welcome to the Newman Brothers Museum



Volunteers will meet you in the reception and welcome you to Newman Brothers. The ladies wear a green overall and the men wear a brown warehouse coat.

We are here to help you and make sure you get the most out of your visit. Please ask a volunteer if there is anything we can do to help.

Meet Adam, Suzanne and Fred the factory cat who you will probably meet on the tour!

Practical Considerations

Arrival

There are two entrances into the Newman Brothers factory. If you are a wheelchair user you will enter through the Courtyard gates on the left, otherwise you will enter through the small wooden door on the right.



This leads into an entrance hall where there are some exhibition panels you can look at. Turn left and you enter our Reception and Shop area where you can buy tickets.



Entrance Lobby



Reception and Shop

Wheelchair Access

If a member of your party is a wheelchair user, the entrance is through the red courtyard gate on the left (see the picture above). Please let us know at reception when you arrive if someone in your party is able to, or press the Coffin Works buzzer by the black metal gate to alert us of your arrival. A volunteer will come and meet you and show you into reception.

Access to the factory is:

- Via a ramp in the courtyard, and a ramp into the Stamp Room
- Via a lift, located near the reception which stops at all floors of the museum



Inner metal gates



Ramped access



Platform lift



Accessible and ladies toilet (ground floor)



Gents toilet (first floor)

Toilets

The ladies toilets and an accessible toilet are located on the ground floor. You go through the reception to get to them.

The gents' toilet is located on the first floor. You go up the stairs and through the gallery space to get to it, or up to the first floor in the lift. There are baby-changing facilities located in the accessible toilet.



Refreshments

We will have drinks (hot and cold) and biscuits for sale in the shop and the Quiet Room.



Communication

Your tour guides are happy to answer your questions during the tour. We also will have some basic PECS (Picture Communication Exchange System) which will help us to communicate with everyone on the tour.



Quiet Room

If at any time you need some quiet time, you are free to leave the tour and make your way to the Quiet Room which is located off the courtyard. There will be some drinks and biscuits available to purchase. The lighting is low, and there is a lava lamp and scatter cushions.

What to expect on the factory tour

Tour Duration

The factory tour is approximately 1 hour and 15 minutes long. As this will be the final tour of the day, we are not in a rush and can be more flexible with timings to suit the needs of the group.

What we talk about on the tour

- Your tour guide will tell you about how this old Jewellery Quarter factory once operated on a day-to-day basis, producing some of the world's finest coffin furniture, including the fittings for the funerals of Joseph Chamberlain, Winston Churchill and the Queen Mother.
- We talk about some of the workers and the jobs they did, and about the owners and what kind of people they were. The people who used to work there once told us some very interesting stories and we will share some of these with you. It was a happy place to work with a real family atmosphere.
- We talk about the unusual range of products that were made at the factory or sold by Newman Brothers. These include coffin handles, breast plates, coffin ornaments and screws, urns, funeral robes called shrouds, and coffin linings.

- We talk about some of the manufacturing processes, about how the machinery works. We will also give demonstrations of some of the machines.
- We talk a bit about funerals, especially Victorian funerals which were very lavish and expensive. We have a coffin to show you at the end which shows all the wide range of products that were made at Newman Brothers.

What you can see on the tour

- When the factory closed everything was left behind as if it were the end of an ordinary working day. You will see lots of products and tools left out on the tables and workbenches, and rolls of colourful fabric and cardboard boxes on the shelves. You will see a very old hoist (a lift for products) and machinery such as drop stamps, fly presses, a crimping machine and sewing machines.
- There is a table of objects in the Warehouse and the Shroud Room where there are original products which you will be invited to handle and touch if you wish. Your tour guide will show you these.
- There are bright lights throughout the factory and lots of windows which let in light.

What you will hear on the tour

- In the museum there is music, and sound effects such as tannoy announcements, sewing machines and a clocking-in machine. These will all be set at a fairly low volume.
- At the end of the *Relaxed* tour we will operate the Drop Stamp machines for anyone who wants to see them in action. **They are very noisy and screechy.** On our webpage we have included a film of volunteer Cornelious operating the machines for you to watch at home if you prefer, where you can adjust your own sound levels.
www.coffinworks.org/relaxed

What you will smell on the tour

- The Stamp Room smells of oil and dust. It is a very old greasy smell which makes you feel like you are in a working factory still.
- You might be able to smell a dusty smell in the rest of the factory. This is because the products, the shelves and the benches are all very old.

Getting around the Factory: What to Expect Room by Room

Location 1: In the Reception and Shop



You can buy your tickets from a volunteer behind the reception desk. You will also be given a sticker and a clocking-in card. You will be shown how to use the clocking-in machine which makes a 'ping' sound when you push the lever down.



Here are two of our volunteers being silly, wearing our Newman Brothers stickers on their noses!

Children will be offered the opportunity to dress in a factory apron and carry a magnifying glass and magnet.



Once everyone has 'clocked in', your tour guide will start by giving you some information about how we can all keep safe at the factory.

You will be told that:

- the building is very old and that some of the floors are uneven so please be careful where you walk
- the stairs are very steep so please hold onto the hand rails, or you can use the platform lift if you prefer
- you are allowed to look at everything, but please only touch the items on tables that have a green hand print symbol. This is to help us look after the items on display and preserve them for others to enjoy in the future.



Location 2: In the Courtyard



You will be in the Courtyard for about 5-10 minutes, depending on what questions you have for your tour guide.

If it is cold weather, please do keep your coat on to keep warm.

There is a ramp to get down into the Courtyard from the main building.

You will cross the Courtyard and make your way into the Stamp Room.

Location 3: In the Stamp Room



All visitors will go down a metal ramp with a handrail into the Stamp Room.

You will be in this room for about 10-15 minutes. Please do not touch any of the machines or items in there.

In this room you will watch us demonstrating the fly press. We will not operate the drop stamp during this part of the tour because it is very noisy and screechy.

If you would like to watch the drop stamp in action there will be an opportunity to do this at the end of the tour.

When we leave the Stamp Room we will walk across the Courtyard and back into the main factory building. We will be going to the first floor.

You can either walk up the stairs (which are steep) or take the platform lift. You exit the lift on the first floor and go through the Gallery Space into The Warehouse.



Stairs leading to first floor



Platform lift



Gallery space leading to Warehouse

Location 4: In the Warehouse



You will be in The Warehouse for about 10-15 minutes.

There is a touching table with a green hand print and you are welcome to touch everything on there. Please do not touch the other displays.



You will hear a tannoy announcement from time to time and some packaging noises to create the feel of a busy warehouse.

You may like to have a go at our interactive activity in which you can pack up an order ready for dispatch.

In The Warehouse there is a green door which leads through to The Office.

Location 5: In The Office



You will be in the office for about 10 minutes.

We ask that you do not touch any of the objects in this room apart from the telephone. Paper objects are very fragile. Please do not sit on the furniture.

You will hear a telephone ring from time to time. You may be invited to answer the phone. There is a recording of a funeral director placing an order that everyone can listen to.

You will leave the Office by the same door.

Just outside is a staircase leading to the Shroud Room on the second floor. This is a steep staircase with a handrail. Or you can use the lift. The lift is located by walking through The Warehouse and Gallery Space.



Stairs leading to second floor



Gallery space back to lift



Platform lift

Location 6: In The Shroud Room



You will be in the Shroud Room for about 10-15 minutes.

As you enter the door you will hear the sound of sewing machines and soft music playing in the background.

There is a touching table with a green hand print and you are welcome to handle any of the fabrics laid out on there. Your tour guide will show you where this is. Please do not touch any of the other displays or machinery.



At the far end of the room is a coffin which has been dressed with Newman Brothers products to show you all the things that they made in the factory.

The tour finishes in the Shroud Room and you will make your way back down two flights of stairs or in the lift to the ground floor. You will go back to the Reception and Shop area.

Final Location 7: The Reception and Shop



In the shop you can buy souvenirs if you wish to and leave us some feedback about your experience at the factory.



Before you leave

Remember you can use your clocking-in card again.

You can 'clock out' like the workers would have done at the end of the day!

If there is any other information you need to help you plan your visit, please don't hesitate to contact a member of museum staff on 0121 233 4785 or email Tonia: tonia@coffinworks.org

For details about dates and prices, please visit www.coffinworks.org/relaxed