## Assisted Access Scheme

Membership application request (Individual Membership+)

### For those who need additional assistance to access the services within The Brook & Central Theatres.

### Please read the attached information before completing this form.

### Please return completed forms to: the Box Office Manager, The Central Theatre, 170 High Street, Chatham, Kent, ME4 4AS.

### +The disabled person, or their appointed representative, is required to sign this declaration that the person concerned is restricted in their ability to access the services provided in The Brook & Central Theatres without assistance within the scope of the The Equalities Act 2010\*.

**State here which aspects of our service you believe are not accessible to you without assistance:**

Please indicate below if you need a particular seat location or service in order to access our facilities.

Aisle Seat (Aisle on Left) Aisle Seat (Aisle on Right) Stalls Seat

Wheelchair Position Induction loop Seat with opening arm

Room for an assistance Dog Large or Tall Wheelchair used

Other (Please specify)

A record of this will be made on your Client Record, and will be made available to appropriate venue staff.

**Details of the person applying** – (Please use block capitals)

Title First Name Last Name

Address

 Postcode

Daytime Phone Evening Phone

Mobile Email

Date of Birth (if under 18) Nature of disability

The Brook & Central Theatres reserve the right to request further information on the individual requirements of the registered individual, to support their assistance and to prevent against fraud.

I confirm that, in order to access the Brook & Central Theatres, I require the presence of an assistant.

# Signed Date

# Print name (if signed on behalf of the applicant)

\* The Equality Act of 2010\*, – A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Please note that a false application could lead to civil proceedings and/or prosecution for offences under the Theft Act 1968. All tickets are subject to availability at the time of booking. The theatre reserves the right to review the availability of tickets within the scheme, to review a member’s eligibility and to revoke that membership following review.

**For Office Use Only**

Date Received:

Any Additional Information Requested

 Accepted/Declined\* Date

\* Reason Application declined

Signature

**For those who need additional assistance to access the services within The Brook & Central Theatres.**

The Brook & Central Theatres and Medway Council are firmly committed to enabling all their patrons to participate in theatrical performances equally and with dignity and respect. The Theatre operates this membership scheme for those who, within the scope of the Equality Act of 2010\*, need somebody (referred to hereafter as the assistant) to be present in order to assist them to readily access the services within the theatre. The membership scheme is not open to or intended for those who simply want a companion or require assistance with transportation to the Theatre.

The assistant is somebody who is able to help the disabled person access services that, without their help, would be inaccessible. The assistant should familiarise themselves with the layout of the Theatre and the location of services, they should liaise with Theatre staff if the disabled person requires assistance and take instructions should there be a need to evacuate the building. The assistant is required to attend to the needs of the disabled person at all times whilst on the premises. Theatre staff will advise and aid the assistant but cannot be expected to furnish assistance with duties for which the assistant is present.

Our Assisted Access Scheme allows members to obtain an additional ticket, at half the standard price, for their assistant.  To join, the disabled person or their appointed representative will need to complete and sign the application attached and return it to The Brook & Central Theatres at the address provided. The details on the form should be those of the disabled person. As the Brook and Central Theatres are a publicly funded organisation, we require either the disabled person or their appointed representative to sign a declaration that the benefits of membership will be used within the terms set out in this document\* and The Brook & Central Theatres Disability Access Policy.

Applications will be considered, and you will be informed whether you have been accepted onto the scheme within 10 working days. If we require further information, then we will inform you of this within the same time frame will pass on our decision as soon as possible after that information has been received. We regret that scheme tickets cannot be made available until your application has been approved and we have registered you onto the scheme.

The information you provide us with will help us to provide a better service for you. There is an opportunity on the form for you to tell us about your particular needs or you can include information on a separate sheet if required. For example, we need to know if your mobility equipment is an unusual size, shape or is motorised, so that we can allocate the correct amount of space when booking. The information you give us is protected by the General Data Protection Act of 2018 and will only be used for the purpose set out in this document.

If you have difficulty completing this form or would like more information, please contact the Box Office who will be pleased to assist. Completed forms should be sent to: **The Box Office Manager, The Brook & Central Theatres, 170 High Street, Chatham, Kent, ME4 4AS.**

\*The Equality Act 2010: A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term negative effect on his or her ability to carry out normal day-to-day activities. Please note that a false application could lead to civil proceedings and/or prosecution for offences under the Theft Act 1968. All tickets are subject to availability at the time of booking. The theatre reserves the right to review the availability of tickets within the scheme, to review a member’s eligibility and to revoke that membership following review.

We also operate an Assisted Access Scheme designed specifically for Organisations. Please ask the Box Office for details

This information is available in other formats and languages.

For more details please call 01634 338 310