## Assisted Access

Scheme 

Membership application request (Organisational Membership)

For organisations whose members need additional assistance to access the services within The Brook & Central Theatres. Please read the attached information before completing this form. (Please use block capitals)

Organisation

Type of Organisation: Disabled Group / Community group / Care Home / Day Centre /

 Educational Establishment / Training Establishment / Other

Address

 Postcode

Phone Fax

Email Website

Name of appointed representative+

Job Title

+ the appointed representative is the named individual authorised to make bookings under the scheme. He/She is required to sign this declaration that the benefits of membership will be used within the terms set out in this document and The Brook & Central Theatre Disabled Access Policy and that individuals represented by this organisation would be restricted in their ability to access the services provided without assistance within the scope of the The Equality Act of 2010\*

Please indicate the likely types of seat location(s) or services members of your party may require in order to access our facilities.

(An indication of the number of members who would be in a group and would need assistance in these areas would be helpful. A record of this will be made on your Client Record, and will be made available to appropriate venue staff.)

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)

How many wheelchair users are likely to prefer to use a standard theatre seat?

Please indicate the ratio of assistants to group members that your organisations’ Risk Assessments lay down as being necessary for leisure trips.

Number of assistants per group members

We may require you to produce your Risk Assessments when considering your application.

If the failure of a piece of our equipment would seriously hamper, or make your visit impossible then please tell us.

Platform Lift(s) Passenger Lift to the Central Theatre Balcony

Induction Loop Passenger Lift to the Brook Theatre

Other (Please specify)

We will endeavor to inform you if one of the following pieces of equipment is out of action; so that you can discuss your options with venue staff. Wherever possible we will offer an alternative location for you, so that the disruption to your visit is kept to a minimum.

**For Office Use Only**

Date Received:

Any Additional Information Requested

 Accepted/Declined\* Date

Reason Application declined

Signature

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, individuals in our care require the presence of an assistant.

# Signed Date

\* 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 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 attend 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. To ensure their safety, wellbeing and enjoyment of their visit to the Theatre and of those they come into contact with. The assistant has a responsibility to 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 Disabled Assistance Scheme allows bona fide groups and organisations to obtain up to five additional tickets, at half the standard price, for assistants.  To join, the appointed representative of the Organisation will need to complete and sign the application attached and return it to The Brook & Central Theatres at the address provided. As the Brook & Central Theatres are a publicly funded organisation we require the 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 Theatre Disability Access Policy.

Applications will be considered and you will be informed whether your organisation 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 and 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 applications have been approved and we have registered your organisation 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 Data Protection Act 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.**

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For more details please call 01634 338 310