

'Essential Companion' Scheme

**(Organisation Membership)** Designed for disabled group organisers and care organisations.

**For those who need additional assistance to access the services within the Eastbourne Theatres (Congress Theatre, Devonshire Park Theatre, Winter Garden, Royal Hippodrome).**

Eastbourne Theatres and Eastbourne Borough Council are firmly committed to enabling all their patrons to participate in all Eastbourne Theatre events equally and with dignity and respect.

Eastbourne Theatres operates this membership scheme for those who, within the scope of the Disability Discrimination Act 1995\*, need somebody to be present in order to assist them to readily access the services / facilities within the Eastbourne Theatres. For the purposes of this document and theatre policy, this person / assistant will be known as an 'Essential Companion'.

The membership scheme is not open to or intended for those who simply require a companion / friend or require assistance with transportation to Eastbourne Theatres.

The 'Essential Companion' is somebody who is able to help the person with a disability by means of mobility or guidance to use and enjoy the services at Eastbourne Theatres. To ensure their safety, wellbeing and enjoyment of their visit and of those they come into contact with.

The 'Essential Companion' should familiarise themselves with the layout of the appropriate theatre and the location of services. They should liaise with Eastbourne Theatres staff if the person with a disability requires assistance and take instructions should there be a need to evacuate the building. The 'Essential Companion' is required to attend to the needs of the person with a disability at all times whilst on the premises.

Our scheme allows bonafide groups and organisations to obtain additional tickets free of charge for 'Essential Companion' To join, the appointed representative of the Organisation will need to print, complete and sign the application below and return it to Eastbourne Theatres.

Eastbourne 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 Eastbourne Theatres' Disability Access Policy.

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 organisations particular needs or you can include information on a separate sheet if required. For example we need to know if the mobility equipment is an unusual size, shape or is motorised, or if you require oxygen mask and cylinder, 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:- **Box Office, Congress Theatre, Carlisle Road, Eastbourne, East Sussex, BN21 4BP**

# 'Essential Companion' Scheme **Organisation Membership**

## 1. Details of Organisation...

Organisation Name \_\_\_\_\_

Status: Charity [  ] Local / Health Authority [  ] Private [  ]

'Essential Companions': 1:1 [  ] 1:2 [  ] 1:4 [  ] Other \_\_\_\_\_

Contact / Appointed Representative Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

## 2. Which of the following preference would you like us to record to assist in future bookings...

Aisle Seat [  ] Wheelchair Space [  ] Large Wheelchair Space [  ]  
Stalls Seat [  ] Induction Loop [  ] Other [  ]

Other Info

Data Protection Notice - Your details will be added to a database of those wishing to receive mail from Eastbourne Theatres. We may share your information with our agents, other Council services and other service providers. You have a right to ask for a copy of the information that we hold and to correct any mistakes.

\*The appointed representative are required to sign this declaration that the person concerned is restricted in their ability to access the services and facilities provided at Eastbourne Theatres without assistance within the scope of the Disability Discrimination Act 1995.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**\*The Disability Discrimination Act 1995** – A person has a disability if he or she has a physical or mental impairment, which 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.