

EASTBOURNE THEATRES

Essential Companion Scheme

Organisation Membership

For groups care organisations.

Why does the scheme exist?

The *Essential Companion Scheme* exists to enable all patrons to equally participate in Eastbourne Theatres events. The purpose of the scheme is to ensure the safety and enjoyment of the members. Our Organisation Membership offers bonafide organisations and groups the opportunity to obtain one ticket, free of charge, for an *Essential Companion*.

Who is the Essential Companion Scheme for?

The scheme is offered to organisations with members who require a companion to assist them in accessing the facilities at Eastbourne Theatres. Most, but not all, Scheme Members have a disability as defined by The Equality Act 2010*.

Who is the Essential Companion Scheme not for?

This scheme is not open to, or intended for, those who simply require a companion to assist with transportation to and from the venues, or to keep them company. The scheme is not offered to anyone who can cope independently in a public venue.

What is the role of the Essential Companion?

The *Essential Companion's* primary role is to assist the members of their group with mobility or guidance, to enable them to use and enjoy the services at Eastbourne Theatres. The *Essential Companion* is expected to attend to the needs of their group at all times whilst on the premises.

How should an Essential Companion prepare?

The *Essential Companion* should familiarise themselves with the layout of the relevant theatre and the location of services, as well as risk assess the visit. They should liaise with Eastbourne Theatres staff if special assistance is required, and take instructions should the need to evacuate the building arise.

What does the Essential Companion scheme offer?

The scheme offers the opportunity to obtain one ticket, free of charge, for the *Essential Companion*.

How do I join?

The appointed representative of the group must complete, sign and return the *Essential Companion* application form (available on the Eastbourne Theatres website or from the Box Office). NB The contact details on the form should be those of the *Organisation*, not of the *Essential Companion*.

What information do I need to give?

There is space on the application form for you to tell us about the particular requirements of the group. Please provide as much detail as possible. We use this information to determine your eligibility for membership to the scheme, and it helps us better prepare to cater for your needs. All information disclosed will be used solely for the purposes set out in this document.

***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 adverse effect on his or her ability to carry out normal day-to-day activities.

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Essential Companion Scheme

Organisation Membership Application Form

Organisation name _____

Status: Charity Local / Health Authority Private

Essential Companions: 1:1 1:2 1:4 Other _____

Address _____

Town _____ Postcode _____

Telephone Number _____

Email Address _____

Name of appointed representative _____

Why do the members of your group require an Essential Companion?

Please give as much information as possible

The appointed representative is asked to sign below to confirm that the members of the organisation require a companion to access the facilities of Eastbourne Theatres.

By signing below I declare that I have read the explanatory document, and will adhere to the guidelines of the Essential Companion Scheme. I confirm that a risk assessment has been / will be carried out for the visit; that we have procedures in place to provide sufficient care for those in our group; and that the Essential Companion(s) is/are equipped to deal with any issues that may arise during the group's visit.

Signed _____ **Date** _____

Print Name _____

Eastbourne Theatres reserves the right to review eligibility for membership, and to revoke membership following review. A false application could lead to civil proceedings and/or prosecution under the Theft Act 1968.

It is the Organisation's responsibility to communicate any change in circumstances.

Please return completed forms to: Box Office, Eastbourne Theatres, Congress Theatre, Compton Street, Eastbourne, East Sussex BN21 4BP

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