

# Oakengates theatre @ the place

## Adults' Essential Companion Scheme

For adults who need the assistance of a companion to access services at **the place**



**The place** and Telford and Wrekin Council are firmly committed to enabling all their patrons to equally participate, with dignity and respect, in all **the place** events. **The place** operates this scheme for adults who, within the scope of the Equality Act 2010, need someone to be present to assist them in accessing the services/facilities at **the place**. For the purposes of this document, this person is known as an *Essential Companion*.

The *Essential Companion* is someone who is able to help the person with a disability, by the means of mobility or guidance, to use and enjoy the services at **the place**. The aim of the scheme is to facilitate the safety and enjoyment of the person with a disability.

The *Essential Companion* should familiarise themselves with the layout of the theatre and the location of services. They should liaise with **the place** 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.

The scheme allows members to obtain a ticket, free of charge, for the *Essential Companion*. To join, the person with a disability, or their appointed representative, must complete and sign the application form and return it to the place. The contact details on the form should be those of the person with a disability not of the *Essential Companion*.

The membership scheme is not open to, or intended for, those who simply require a companion/friend to assist with transportation to and from the venue.

As we are a publicly funded organisation, we require a signature to declare that the benefits of membership will be used within the terms set out in this document.

The information you share helps us to provide a better service for you. There is space on the form to tell us about your particular needs. For example is your mobility equipment of an unusual size or shape? Is it motorised? Do you require an oxygen mask and cylinder? This information enables us to allocate the correct amount of space for you. It is protected by the Data Protection Act 1998 and will be used only for the purpose set out in this document.

**The place** cannot provide unlimited access to its shows and events and therefore the allocation of places will be determined by the capacity for each event and provided on a first come first served basis.

If you have difficulty completing this form, or would like more information, please contact **Theatre Enquiries on 01952 382370**.

# Adults' Essential Companion Scheme

## Individual Membership Application

Details of adult with disability

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Which of the following preferences would you like us to assist with in future bookings?

Aisle seat	<input type="checkbox"/>	Wheelchair space	<input type="checkbox"/>	Large wheelchair space	<input type="checkbox"/>
Stalls seat	<input type="checkbox"/>	Induction loop	<input type="checkbox"/>	Other	<input type="checkbox"/>

Other information / why do you require an essential companion?

The person with a disability (as defined by the Equality Act 2010), or their appointed representative, is required to sign below to declare that the person concerned required a companion to access facilities at the place.

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

**Print name (if representative)** \_\_\_\_\_

Completed forms should be returned to Oakengates Theatre @ the place, Theatre Square, Limes Walk, Oakengates, Telford, TF2 6EP

The place reserves the right to review a member's eligibility, and to revoke membership following review. A false application could lead to court action.

It is the scheme member's responsibility to communicate any change in circumstance to the place.

### Privacy Notice under the General Data Protection Regulations

Telford & Wrekin Council are collecting Personal Identifiable Information to enable us to provide you with tickets for performances. We need to collect this information in order to supply you with these tickets. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b ).

Telford & Wrekin Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. For further details on the council's privacy arrangements please view the privacy page on the council's website page ([www.telford.gov.uk/terms](http://www.telford.gov.uk/terms)).