

OAKENGATES THEATRE @ THE PLACE

'Essential Companion' Scheme



For those who need the assistance of a companion to access the services within The Place.

The Place and Telford & 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 those 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/assistant 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 theatre 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 only be used 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 the **Box Office on 01952 382382**, who will be pleased to assist.

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Individual Membership Application Form

1. Details of person with disability...

Title _____ Initial _____ Surname _____

Address _____

Town _____ Postcode _____

Contact Telephone Number _____

Email Address _____

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

Aisle Seat Wheelchair Space Large Wheelchair Space

Stalls Seat Induction Loop Other

Other information / Why 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 requires a companion to access the 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 circumstances to The Place.