



## **ASSISTED ACCESS SCHEME FOR THEATRE PERFORMANCES**

**The Capitol operates a scheme for those who need somebody to be present in order to assist them to readily access theatre shows.**

The Capitol is firmly committed to enabling all their patrons to participate in theatrical performances equally and with dignity and respect. The Theatre operates this membership scheme for those who, within the scope of the Disability Discrimination Act 1995\*, 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. The assistant should 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 Assisted Access Scheme allows members to buy a seat for themselves and an essential companion at half the standard price. To join, the disabled person or their appointed representative will need to complete and sign this application and return it to The Capitol at the address provided. The details on the form should be those of the disabled person.

We will normally require photocopied evidence that you are in receipt of Disability Living Allowance or Attendance Allowance to qualify. Applications will be considered and you will be informed whether you 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 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 your application has been approved and we have registered you 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.

Our assisted access scheme offers discounted tickets for most live performances at the Capitol including live satellite transmissions. To qualify for a free carers ticket for cinema screenings a separate Nationwide CEA Card is available and this has its own application process, details can be found here. <http://www.ceacard.co.uk/>

If you have difficulty completing this form or would like more information, please contact the Customer Services Manager on 01403 756084 or email [Mike.Franks@horsham.gov.uk](mailto:Mike.Franks@horsham.gov.uk) who will be pleased to assist. Completed forms should be handed into the Box Office or sent to: **The Capitol, North Street, Horsham West Sussex RH12 1RG.**

\*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.

# Assisted Access Scheme Application Form

Please read the additional information before completing this form.

**Details of the person applying** – (Please use block capitals)

Title                      First Name                      Last Name

Address

Postcode

Daytime Phone

Evening Phone

Mobile

Email

Date of Birth (if under 18)

**In order to provide the best seating for you, please specify the type of disability you have.**

Ambulant disabled person

Deaf or hard of hearing person

Blind or visually impaired person

Someone with a long term/progressive illness

Someone with learning disabilities

Wheelchair user\* (please see below)

Wheelchair user (but prefer to transfer to theatre seat)

\* Type of wheelchair

Manual

Electric

**Please specify how your disability affects your seating requirement and your booking (eg: aisle seat required):**

This declaration will be valid for 2 years from the agreed date of registration. The Capitol reserves the right to request further information on the individual requirements of the registered individual, to support their assistance and to prevent against fraud.

Membership of the scheme is valid for 2 years, after which members may be required to reaffirm your status.

I confirm that, in order to access theatre performances at The Capitol, I require the presence of an assistant.

**Signed**

**Date**

**Print name (if signed on behalf of the applicant)**

\* Please attach photocopied evidence that you are in receipt of Disability Living Allowance or Attendance Allowance.

### **For Office Use Only**

Date Received:

Any Additional Information Requested

Accepted/Declined\*

Date

\* Reason Application declined

Review Required on (Date)

Signature