

## **City Centre Box Office: Essential Companion Scheme**

### **Why does the Essential Companion scheme exist?**

The Essential Companion Scheme exists to enable all patrons to equally attend events. The purpose of the scheme is to ensure accessibility, safety and enjoyment for the Scheme Member.

### **What does the scheme offer?**

The scheme offers members the opportunity to obtain one additional ticket, free of charge, for their companion.

### **Who is the Essential Companion Scheme for?**

Members of the scheme require a carer to assist them in accessing the facilities at Leeds Town Hall and other venues. All Scheme Members have a disability as defined by The Equality Act 2010\*. Scheme Members are likely to be in receipt of Disability Living Allowance or Attendance Allowance or their carer may be registered with Carer Support.

### **Who is the Essential Companion Scheme not for?**

This scheme is not open to those who simply require a carer 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. If you are a wheelchair user who wishes to remain seated in their chair for the duration of the performance and you need a companion, you do not need to join the scheme as you already qualify for a discount.

### **What is the role of the Essential Companion?**

The Essential Companion's primary role is to assist the Scheme Member with mobility or guidance to enable them to use and enjoy the services at Leeds Town Hall and other venues. They are expected to attend to the needs of the Scheme Member at all times whilst on the premises and should familiarise themselves with the layout of the relevant venue and the location of facilities. The Essential Companion should liaise with venue staff if special assistance is required and take instructions should the need to evacuate the building arise.

### **How do I join?**

The applicant, or their appointed representative, must complete and sign the Essential Companion Scheme application. Please return completed forms to City Centre Box Office and enclose proof of eligibility if applicable. NB The contact details on the form should be those of the Scheme Member, not the Essential Companion.

### **What do I need to disclose?**

There is space on the application form for you to tell us your particular requirements. 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.

If you require assistance in completing this form, or would like more information, please contact the Box Office on 0113 3760318

\*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.

## **Essential Companion Scheme Membership Application Form**

Title..... Forename..... Surname.....

Address.....

Town .....

Postcode.....

Telephone Number.....

Email Address.....

Please tick which of the following statements applies to you:

- I am in receipt of Disability Living Allowance
- I am in receipt of Attendance Allowance
- My carer is registered with Carer Support.

If you have ticked one of the above boxes please enclose evidence such as a letter on headed paper. Photocopies will be accepted.

Please let us know why you require an Essential Carer:

By signing below the applicant, or their appointed representative, declares that they have read the above explanatory information and will adhere to the guidelines of the Essential Companion Scheme.

Signed

Date

Print Name (if representative)

The City Centre Box Office reserves the right to review a member's eligibility 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 Scheme Member's responsibility to communicate any change in circumstances.

Completed forms should be returned to: City Centre Box Office, Leeds Town Hall, The Headrow, Leeds LS1 3AD.