**Bradford Theatres Access Scheme - Group/Organisation Application**

**1. Details of Group/Organisation**

Group/Organisation Name .…………………………………...………………………………...……………………………….

Contact Name .…………………………………...…………………………………...………………………………………………….

Address Line 1 .…………………………………...…………………………………...…………………………………..…………….

Address Line 2 .…………………………………...…………………………………...…………………………………..…………….

City/Town .…………………………………...……………………………………… Postcode .………………………..

Contact Number(s) .…………………………………...…………………………………...…………………………………..………

Email Address .…………………………………...…………………………………...…………………………………..……………..

Status: Charity [ ] Local/Health Authority [ ] Private [ ]

**2. Which of the following would assist your party?** (please tick all that apply)

No specific seating requirements [ ]

Aisle seats [ ]

Level entrance accessible seats [ ]

Seats close to entrance/exit [ ]

Seats close to accessible toilets [ ]

Seats suitable for people who are partially-sighted [ ]

Accessible seat to transfer from a wheelchair [ ]

Relaxed Performance [ ]

Signed Performance [ ]

Captioned Performance [ ]

Audio Described Performance [ ]

*Preferences for an Audio Described Performance:*

Interested in Touch Tour (if available) [ ]

Guide Dog in attendance [ ]

Pre-show Information preferences for Audio Described performance: Email [ ] CD [ ]

Wheelchair position [ ]

*Wheelchair details:*

Manual [ ] Powered [ ]

Reclining [ ] Non-reclining [ ]

Headrests [ ] Leg rests [ ]

Average size [ ] Larger than average [ ]

Class Size (if known) ……………… Other (please specify) .…………………………………….

**Please note:** whilst some of our venues have a lift, we cannot guarantee these will be operational. Lifts will cease operating in the case of an emergency and customers on higher levels must be able to evacuate via the stairwells. Outdoor motorised mobility scooters are not permitted inside the auditorium and must be left outside the building. Transfer wheelchairs are stored outside of the auditorium and cannot be retrieved in an emergency, therefore evacuation by foot in an emergency is required.

**3. Nominated Bookers**

Please provide the names of those people you wish to be able to make bookings on behalf of this group/organisation.

|  |
| --- |
|  |

**Please note:** the individuals you put down as Nominated Bookers must call our Box Office to confirm their details and allow them to book online on your behalf.

**4. How would the Access Scheme benefit your members/users?**

|  |
| --- |
|  |

**Please note:** we may need to ask you for additional information if that supplied here does not make your requirement clear or is not sufficient enough for us to make a decision.

**This form must be signed by the appointed representative for your group/organisation. By signing you are confirming that without the assistance of an Essential Companion it would be extremely difficult or impossible for your members/service users to visit Bradford Theatres venues.**

Signed …………………………………………………………….……………………………………………………………………………

Print Name ……………………………………………………..……………………………………………………………………………

Date ………………………………………………………………..…………………………………………………………………………..

**How to submit this form:**

The easiest way to submit this application form is by email, along with any required documentation, to the following email address:

[enquiries@bradford-theatres.co.uk](mailto:enquiries@bradford-theatres.co.uk)

Alternatively, you can post the form and photocopies of any proof of eligibility to:

Bradford Theatres Box Office

Morley Street

Bradford

BD7 1AJ

If you would prefer to hand your application form in in person, please consult our website or call the Box Office on 01274 432000 to find the latest information on our counter service opening times. You can also complete an online version of this form at <https://www.bradford-theatres.co.uk/access-scheme-application>

**What happens next?**

We aim to process all Access Scheme applications within 2 weeks of receipt, but this timescale may vary according to demands on our service. If you have not received a response via email or letter within two weeks, or if the show for which you wish to book takes place in the next few days, please contact the Box Office on 01274 432000.

We do not issue Membership Cards for the Bradford Theatres Access Scheme. If an application is successful, a Membership will be applied to the Bradford Theatres customer record of the applicant, which will be visible via the website and to the Box Office team whenever a booking is made. If a customer record does not already exist on our system, one will be created using the information provided in this form.

Access Scheme members who require group bookings will be able to purchase tickets in person or by telephone through the Box Office. All of our opening times are available at <https://www.bradford-theatres.co.uk/frequently-asked-questions>. We are aware that Essential Companion ratios may differ depending on the individuals in attendance, therefore please discuss your needs with our Box Office team at the time of booking.

Please note: No refunds can be made for tickets purchased before your application has been approved. We reserve the right to withdraw memberships at any time if we feel this service is being misused.