**Access Booking Form**

Thank you for booking an accessible ticket.

If you require a free PA/companion ticket, please read the following information, complete this form and return it to us with supporting information /evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| Booking Contact Name: |  | Email: |  |
|  |  |  |  |
| Disabled Customer Name (If different): |  | Contact Number: |  |

Please provide us with details of your requirement(s), we want to understand your access requirements whilst you are at the venue and be able to ensure you have an enjoyable experience.

Please attach a photocopy, scan or phone photo of your DLA, PIP, benefits letter or equivalent, registered severely sight impaired card, assistance dog card or other evidence.

(Blue Badges & Christmas Bonus letters are not accepted).

Should you not have these documents we will accept a letter from a medical professional (doctor, consultant etc.) clearly confirming the need for the requests you have detailed on your form.

If you do not want to provide this information with the form, please let us know and we will call you to discuss.

Both the registration form and supporting evidence are required to be received together and can be sent to us either via email or post. Please feel free to cross out any details, such as reference numbers and amounts that are not directly relevant to the booking. We will keep these letters secure and once we have reviewed them, we will immediately and securely destroy them.

Post: Access Bookings, O2 Academy Sheffield, 37-43 Arundle Gate, Sheffield, S1 2PN

Email: disabledaccess@o2academysheffield.co.uk

**Requirements/Information**

It is important that we are able to identify those people who genuinely need the access and facilities we provide and sadly we are always faced with people trying to exploit this. If you require access to some or all of the access facilities at the venue please mark **Yes** or **No** next to each one. Please make sure you answer all requested questions.

1. Are you a wheelchair user: Yes [ ]  No [ ]
2. Do you require a chair/seat Yes [ ]  No [ ]
3. Do you require access to unisex accessible toilets: Yes [ ]  No [ ]
4. Are you requesting a free PA/Companion ticket: Yes [ ]  No [ ]

**companions must be able to assist you in an emergency**

1. Are there any other access requirements you may need: Yes [ ]  No [ ]

**If you have answered yes to question 3,4 and/or 5 please outline your requirements below:**

|  |
| --- |
|       |

**If you would like to be added to our access database please tick here** [ ]

By ticking this box you agree to the venue adding your name, email address and requirements to a secure database. You will be given a reference number for the venue that you can quote when you next book which can be used at all Academy Music Group Venues. All supporting documentation will be securely destroyed once your requirements have been added.

In some cases you may be asked to resubmit information to the venue to ensure your details and requirements are current.

To remove yourself from the database please email the venue requesting this.