**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 detailed further down.

The O2 Ritz Manchester is a standing venue, as such there is very limited seating /wheelchair spaces which may not offer unrestricted sightlines and are on a first come basis. We cannot guarantee that additional members of your party that request seats can be accommodated with you in the accessible area as priority is given to named access customers and, where required, their companion.

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

We want to understand your access requirements whilst you are at the venue and be able to ensure you have an enjoyable experience. Please provide us with as much detail as possible of your access requirement(s).

**Requirements/Information**

It is important that we are able to identify those people who require access and accessible facilities. Sadly we are always faced with people trying to exploit this. If you require a companion, access to some or all of the facilities at the venue please mark **Yes** or **No** next to each one. Please make sure you answer all requested questions and ensure detail is added in the comments box.

1. Are you a wheelchair user: Yes  No
2. Do you require a chair/seat (detail specifics below) 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:**

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| --- |
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Along with this completed form, 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 such as consultation letters, medical letters etc. Blue Badges & Christmas Bonus letters are not accepted. Any supporting documentation should detail your requirements such as the re assistance by a companion.

Should you not have these documents and are unable to provide a letter from a medical profession we would be happy to discuss on the phone.

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. The booking form will be retained on file in a secure location and with your permission you requirements will be added to an internal database.

Email: [access@o2ritzmanchester.co.uk](mailto:access@o2ritzmanchester.co.uk)

Post: Access Bookings, O2 Ritz Manchester, Whitworth Street West, Manchester M1 5NQ

**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 AMG Venues. 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.

**This information is solely for the use of Academy Music Group and will not be shared externally.**