



Princes Hall

Theatre • Aldershot

www.princeshall.com • Box Office 01252 329155

Essential Companion Scheme - Individual Membership

For those who need additional assistance to access the services within the Princes Hall.

Rushmoor Borough Council is firmly committed to enabling everyone to participate in all Princes Hall events equally and with dignity and respect.

The Princes Hall recognises that some customers with disabilities may require somebody to be present in order to assist them access their services and facilities. For the purposes of this document and theatre policy, this person / assistant / carer shall be known as an 'Essential Companion'.

We are happy to offer a free or reduced price seats to an Essential Companion to enable our customers with disabilities to visit the theatre.

We offer a free ticket for an Essential Companion attending with a person with a disability who receives the **higher rate** of the Disability Living Allowance - Care or Mobility Component, the **higher rate** of Attendance Allowance, the **enhanced rate** of the Personal Independence Payment - Daily Living or Mobility Component or holds a **Certificate of Visual Impairment**.

...a 50% price reduction on an adult / top price ticket for an Essential Companion attending with a person with a disability who receives the **middle rate** of the Disability Living Allowance - Care Component, the **standard rate** of the Personal Independence Payment - Daily Living Component or the **lower rate** of Attendance Allowance

Please note: If you are in receipt of any other benefit, we regret that you do not qualify for this scheme.

The scheme is not open to, or intended for, those who simply require a companion / friend or require assistance with transportation to the Princes Hall.

An 'Essential Companion' is somebody who is able to help the person with a disability to use and enjoy the services of the Princes Hall, as well as ensuring their safety, wellbeing and enjoyment.



Princes Hall

Theatre • Aldershot

www.princeshall.com • Box Office 01252 329155

The 'Essential Companion' should familiarise themselves with the layout of the Princes Hall and the location of services. They should liaise with Princes Hall staff if the person with a disability requires assistance and take instructions should there be a need to evacuate the building. The 'Essential Companion' is required to attend to the needs of the person with a disability at all times whilst on the premises.

As the Princes Hall is a publicly funded organisation, we require either the person with a disability or their appointed representative to complete the attached form and provide proof of entitlement.

Please send your completed form, along with a photocopy of your letter from the Department of Work & Pensions confirming your DLA / Attendance Allowance status or Certificate of Visual Impairment, (you may cross out any monetary amounts), to

Post: Box Office – ECS, Princes Hall, Princes Way, Aldershot, Hampshire, GU11 1NX

Email: Princeshallboxoffice@rushmoor.gov.uk

Fax: 01252 320269

We will endeavour to process your application within 10 working days of receipt and, if you are successful, will advise you and attach details to your personal booking record which should be used when booking your Essential Companion ticket. You will not be able to reserve or purchase any free or discounted Essential Companion seats until we advise you of the outcome of your application. Free or discounted Essential Companion concessions cannot be applied retrospectively to tickets already purchased.

The information you give us is protected by the General Data Protection Regulation and will only be used for the purpose set out in this document.

All tickets are subject to availability at the time of booking. The Princes Hall 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. Once successful, you will need to renew your membership every 3 years, (subject to the continuation of this scheme).

If you have difficulty completing this form or would like more information, please contact the Box Office who will be pleased to assist.

Tel: 01252 329155

Email: Princeshallboxoffice@rushmoor.gov.uk



Princes Hall

Theatre • Aldershot

www.princeshall.com • Box Office 01252 329155

Essential Companion Scheme

Individual Membership Application Form

1. Details of person with disability...		
Title:	Initial:	Surname:
Address:		
Postcode:		
Telephone Number:		
Email:		
2. Application type Please tick one of the boxes below, as applicable. <i>If you are in receipt of any other benefit, we regret that you do not qualify for this scheme.</i>		
<input type="checkbox"/> I am in receipt of the higher rate care or mobility component of the Disability Living Allowance / the higher rate of Attendance Allowance or hold Certificate of Visual Impairment and would like to apply for a complimentary seat for my Essential Companion.		
<input type="checkbox"/> I am in receipt of the middle rate care component of the Disability Living Allowance / the lower rate of the Attendance Allowance and would like to apply for a 50% ticket price reduction on an adult / top price ticket for my Essential Companion.		
3. Please include a photocopy of your letter from the Department of Work & Pensions confirming your DLA / Attendance Allowance status or Certificate of Visual Impairment. You may cross out any monetary amounts.		
4. The Princes Hall offers one free or reduced price seat for one Essential Companion per visitor with a disability. If you require additional companion seats, please note we will be unable to offer these at a reduced rate, but can ensure your group are seated together		
5. Which of the following preferences would you like us to record to assist in future bookings:		
<input type="checkbox"/> Aisle Seat	<input type="checkbox"/> Wheelchair space	<input type="checkbox"/> Large Wheelchair space
<input type="checkbox"/> Stalls Seat	<input type="checkbox"/> Terrace Seat	<input type="checkbox"/> Hearing Loop
<input type="checkbox"/> Other (please detail below):		

Please turn over to finish completing the application form



Princes Hall

Theatre • Aldershot

www.princeshall.com • Box Office 01252 329155

6. Details of personal representative / person who will be booking tickets (if different from the person named above in Section 1)...		
Title:	Initial:	Surname:
Address:		
		Postcode:
Telephone Number:		
Email:		

7. Please indicate your preferred contact...
We will hold this persons detail's on the database, with the information of this form and the unique ESC number (if approved). All correspondence will be addressed to this person. Please note is the person named in section 1 is under 16 we must have the name of a personal representative.
<input type="checkbox"/> Person with a disability (named in Section 1)
<input type="checkbox"/> Personal representative (named in Section 6)

8. Any other information...

Signed:	Date
Print Name:	

Please send your form and documents to:

Post: Box Office – ECS, Princes Hall, Princes Way, Aldershot, GU11 1NX

Email: princeshallboxoffice@rushmoor.gov.uk

Fax: 01252 320269

We will endeavour to process your application within 10 working days of receipt and, if you are successful, will advise you of your unique ECS number which should be quoted to qualify for your Essential Companion seat. You will not be able to reserve or purchase any free or discounted Essential Companion seats until we advise you of your ECS number.

Privacy Notice –This form's privacy notice can be found online at www.princeshall.com

For Office Use Only

Received on:

Customer Notified by:

Proof Attached:

Added to System:

Date Approved

Initials: