**Access - Booking Form**

Please complete the following information to inform us of any access requirements, and book accessible tickets. If you need the assistance of an essential companion/PA, you’ll also be able to book a ticket for them at no extra cost.

**Customer Information**

|  |  |
| --- | --- |
| First Name(s)\*: |  |
| Last Name\*: |  |
| Title\*: |  |
| Pronouns: |  |
| Email\*: |  |
| Phone\*: |  |

If you’re booking on behalf of someone else, please provide your contact information:

|  |  |
| --- | --- |
| First Name(s)\*: |  |
| Last Name\*: |  |
| Email\*: |  |
| Phone\*: |  |

**Documentation**

To confirm eligibility, please upload a document, scan, or photograph of either your Disability Living Allowance (DLA), Personal Independence Payment (PIP), benefit letter, Certificate of Vision Impairment (CVI), Assistance Dog Identification Card, or other equivalent evidence (maximum 5mb).

*Accepted file types: .jpeg, .jpg, .pdf*

Remove any potentially sensitive information from your documents that are not directly relevant to your booking.

Please check all details are correct before submission.

Once reviewed, this information will be deleted immediately. Should you not have any of these documents, a member of our team will contact you directly to discuss your booking.

**Requirements**

Please provide details of your access requirement(s) to help us suggest the most appropriate tickets available for you.

1. Are you a wheelchair user? Yes **☐** No **☐**
2. Do you require a chair/seat? Yes **☐** No **☐**
3. Can you safely use steps and stairs? Yes **☐** No **☐**
4. Do you require access to accessible toilet facilities?  Yes **☐** No **☐**
5. Do you require a Companion/PA Ticket?                    Yes **☐** No **☐**
6. Are there other access requirements you may need? Yes **☐** No **☐**

If you have answered ‘yes’ to any of the questions above, please provide additional information regarding your requirements below:

|  |
| --- |
|  |

**Data Protection**

You agree that we (Academy Music Group “AMG”) may collect, hold and process your personal information to support your application for accessibility tickets and requirements. Please review our privacy policy for more information on how your data will be used.

**☐** I agree to the processing of my personal data according to the above terms.

**Join our free Access Scheme**

**☐** By ticking this box, you agree to us adding your name, email address and requirements to a secure database.

You will be given a reference number that you can quote when you next book as an Access Scheme user.

All supporting documentation will be securely deleted once your requirements have been added.

To remove yourself from our Access Scheme database, please get in touch by email.

**Marketing**

To hear more from O2 Institute Birminghamabout news and upcoming shows and events, please visit o2institutebirmingham.co.uk and register. For more information about how we handle your personal information, visit our Privacy Policy, available on our website.

If you have trouble using this form or this website, please feel free to contact us at [access@o2institutebirmingham.co.uk](mailto:access@o2institutebirmingham.co.uk) or by telephone on 0121 437 4150 (Monday-Friday, 10am - 5pm), and we'll be happy to assist you.