

# ACCESS REQUIREMENTS FORM

## Submitting your form

Please fill out all sections of this form so our team are able to make every effort to ensure your requirements are met.

Email your completed form to: **info.su@manchester.ac.uk**

Or post it to: **Access**  
**University of Manchester Students' Union**  
**Oxford Road**  
**Manchester**  
**M13 9PR**

If you require any help filling out the form, need the form in an alternative format or have any questions regarding our facilities/events, please contact our box office team.

**Phone:** 0161 275 2930

**Email:** info.su@manchester.ac.uk

**Relay service via:** www.relayuk.bt.com

## Submitting supporting documents

When submitting documents to support your application, we ask that if possible you either scan or photograph evidence and attach it with your form when emailing, or photocopy evidence and clip it to a printed form if posting. This helps to speed up the process considerably. Feel free to black out any personal information relating to payments or health conditions that you don't want us to see.

## Accepted supporting documents

Front page of a DLA/PIP letter, Attendance Allowance letter, or War Disablement Pension, evidence that registered visually impaired, Assistance Dog ID card or Access Card.

If you don't have any of the above documentation, don't worry! We recognise that the above evidence is not definitive. Each request is assessed on a case by case basis and we are happy to discuss other forms of documentation and options with you.



<b>Name*:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Gig Attending:</b>	
<b>Date of Gig:</b>	

\*All tickets should be booked under the name of the attendee

**What seating requirements do you require in our venue?**

Wheelchair space:                      Chair:                      Happy to stand:

**Do you require a personal assistant/companion ticket, at no extra cost?**

Yes:                      No:

**Are you attending with a paying guest(s)?**

Yes:                      No:

**If yes, please confirm how many\*:**

\*Only one personal assistant/companion or accompanying guest is permitted to join you in the accessible area due to limited space. Any additional guests must be requested in advance and are subject to confirmation on the night.

**Please provide a brief description of your access requirements (level of mobility etc.) in the box below so we can make every effort to ensure your needs are met, especially in the event of an emergency.**



## **Access Database**

### **Would you like your information to be added to our Access Database\*?**

Yes:            No:

\*Not applicable for temporary access

With your details in our access database, applying for access for shows is much more convenient. You can contact the box office requesting access without having to complete the form and providing supporting documents. The database is password protected. All data collected will be deleted after a 3 year period following submission if you don't apply for access within that time. Your details won't be shared or used for marketing purposes, except when issuing in-house surveys regarding accessibility at the venue (these help us to improve our accessibility in the future).

**Click here to opt out of surveys:**

## **Terms and Conditions**

- We will always try our very best to accommodate your access requirements. However, please note in some instances, circumstances may change, and access may not be guaranteed. This would most likely be due to extremely high demand, requiring us to operate on a first come, first serve basis (from the date of access application, until we reach maximum capacity).
- All events in our venues are standing only (unless otherwise advertised). If you are unable to stand for the duration of the show, please tick yes to requiring a seat above and we shall ensure you are provided with a backed chair/stool on the night.
- People, who would otherwise be unable to attend an event without the support of a personal assistant, are entitled to a free ticket for their assistant. The customer applying for access must still hold their own general admission ticket, plus any additional tickets for the rest of their party (minus the one personal assistant ticket).



- When applying for the free personal assistant ticket, you agree that that ticket will only be used in addition with the customer who has applied for access. Giving intentionally false information might lead to your details being removed from our access database.
- Customers with permanent access must provide a copy of their supporting document to be guaranteed a space for their selected show.

## **Privacy Policy**

You can read Manchester Academy's privacy policy [here](#).