**Personal Assistance**

**Support Scheme (PASS)**

**What is the PASS Scheme?**

The Scheme provides a complimentary ticket to a person who has a disability and needs additional support from another person to use the services within the following venues:

* The Ardhowen
* Strule Arts Centre
* Enniskillen Castle
* Marble Arch Caves

The companion must be able to help the person with the disability in the following ways:

* Help the person get to their seat, use the café/ toilet or any other facility in the venue;
* Ensure the person’s safety;
* Familiarise themselves with the layout of the venue;
* Liaise with staff if the person needs assistance;
* Take instructions and assist the person exit the building in the event of an emergency.

**Who can register for the PASS Scheme?**

You can register for this Scheme, if;

* You have a disability

The understanding of a Person with a Disability is taken from the definition set out in The Disability Discrimination Act 1995 – ‘A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.’

* You cannot use the services at a venue without assistance from another person
* The Scheme is not open to those who simply require a person to transport them to and from the venue.

**How do I Register for the Scheme?**

To register for the Scheme, you must complete pages 3 & 4 and return to the Venue Manager to any of the addresses below:

**The Ardhowen**

97 Dublin Road

Derrychara

Enniskillen

Co Fermanagh

BT74 6FZ

028 6632 5440

ardhowen@fermanaghomagh.com

**Strule Arts Centre**

Townhall Square

Omagh

Co. Tyrone

BT78 1BL

028 8224 7831

strulearts@fermanaghomagh.com

**Enniskillen Castle**

Wellington Road

Enniskillen

Co. Fermanagh

BT74 7HL

028 6632 5000

castle@fermanaghomagh.com

**Marble Arch Caves**

43 Marlbank Rd

Legnabrocky,

Florencecourt

County Fermanagh

BT92 1EW

028 6632 1815

**mac@fermanaghomagh.com**

**How long will it take for my application to be processed?**

* Please allow for up to 7 working days for your application to be processed and for a PASS card to be posted out to your address.
* If you require help to complete this form, please contact any of the venues above.

**How long will my PASS Card last for?**

* Registration for the scheme will last 2 years. The expiry date will be recorded on your card.
* If you wish to renew your application a member of staff will be able to assist you.

**Will the PASS Scheme be available at all events?**

* The Scheme will be available at all Council run events within the venues listed above.
* When a promoter has hired the venue there may be a limit on the number of PASS Scheme tickets available. These tickets will be allocated on a first-come-first-served basis.



**PASS Scheme Registration Form**

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you.  The personal information you provide on this form will only be used for the purpose of the PASS Scheme and will not be shared with any third party unless law or regulation compels such a disclosure.

For further guidance on how we hold your information please visit the Privacy section at [www.fermanaghomagh.com/your-council/privacy-statement/](http://www.fermanaghomagh.com/your-council/privacy-statement/)

Title:

First Name:

Surname:

Address:

Telephone Number:

Email:

Date of Birth:

**Please tick to indicate:**

1. You have a disability?
2. You require assistance during your visit.

To help staff allocate the most appropriate seating and support available please indicate which type of disability you have:

Physical Disability

Learning Disability

Autism

Blind/ Visual Impairment

Deaf/ Hard of Hearing

Mental Health

Dementia

Other (Please specify

Please specify below what personal assistance you need from your companion while visiting the venues:

**Declaration**

**Terms and Conditions:**

Please tick the box to indicate you accept the terms and conditions:

* To use the Scheme, you must have registered prior to your visit to the venue.
* All tickets / passes are subject to availability at the time of booking.
* The venues reserve the right to review the availability of tickets/passes for all performances/activities within the scheme, to review a member’s eligibility and to revoke membership following review.
* Occasionally you may be asked to provide proof of identification by a member of staff when purchasing or collecting your tickets.
* Please note that a false application could lead to debt recovery proceedings.

I declare that the information in this form is correct to the best of my knowledge, that I do not have the ability to access the venues without assistance and that I intend to use the scheme within the terms set out in this form.

**Signed** …………………………………………………………… **Date** ………………………

If you require someone to sign on your behalf, please state their relationship to you:

**For Staff Use:**

Staff Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Comments (e.g. reason for follow up)