



Business Affiliation Form

Please complete the Affiliation Form in **BLOCK LETTERS** using blue or black pen.

Enquiries:

ACT Companion Card Business Affiliation Program: (02) 6207 1086 Staff are available during business hours to respond to queries regarding business affiliation. Alternatively, you can contact the ACT Companion Card Business Affiliation Program by email officefordisability@act.gov.au

Privacy:

The ACT Government is collecting information, including personal information, on this form to assist in the administration of the Companion Card program. Personal information may be disclosed to an authorised agent (e.g. a university) to contact the business/organisation to undertake research, evaluation or review (e.g. a voluntary survey/questionnaire) to ensure continuous improvement in the Companion Card program. The information collected will be recorded and stored in the Companion Card database and used solely for the purpose of administering the Companion Card program. The information supplied will be handled in accordance with the privacy principles contained in the *Privacy Act 1988* (Commonwealth) and *Information privacy Act 2014* (ACT).

Item 1: Business and organisation details

Trading name / Registered name:

Address:

Suburb: State: Postcode:

Postal address (if different from above):

Address:

Suburb: State: Postcode:

Item 2: Contact person

Title (Mr/Mrs/Ms/Miss):

First Name:

Last Name:

Position in business/organisation:

Email:

Telephone:

Item 3: Program evaluation

The business/organisation intends to collect statistics on the use of Companion Cards at its venues/events/ activities and will share non-identifying data with the Companion Card program for evaluation purposes.

(Please tick your preference) Yes No

Item 4: Service profile

Please provide the following details about all the services/venues/events/activities operated by your organisation (including interstate) where the Companion Card will be recognised. It is a requirement under the Affiliate Terms and Conditions that a Companion Card issued in any state or territory is accepted.

Service/venue/event/activity	Address	Telephone	Website

Please attach additional sheet if required.

Item 5: Service profile

I am an authorised representative of the organisation listed in item 1 and on behalf of the organisation:

1. I understand and accept the Companion Card program Affiliate Terms and Conditions (page 3); and
2. I agree to accept the Companion Card at all Australian outlets of the business/organisation; and
3. I consent to the business/organisation’s name and contact details (including physical location and website address) identified in Item 4 being listed as a Companion Card affiliate on the Companion Card website, and in other promotional communication; and
4. I understand the ACT Government or its authorised agent (e.g. a university) may use my details to contact the business/organisation to undertake research, evaluation or review (e.g. a voluntary survey/questionnaire) to ensure continuous improvement in the Companion Card program.

Name of authorised representative:

Position:

Signature:

Date:

Please return this form to:

ACT Companion Card Business Affiliation Program
ACT Office for Disability
GPO Box 158
CANBERRA ACT 2601

<p>For Official Use Only</p> <p>Date received.....</p> <p>Date approved.....</p>



ACT Companion Card Business Affiliation
ACT Office for Disability
GPO Box 158, CANBERRA ACT 2601
Phone: (02) 6207 1086

Email: officefordisability@act.gov.au



Affiliate Terms and Conditions

1. Affiliates understand that the Companion Card will only be used when the cardholder requires the assistance of a companion to participate at a particular venue or activity.
2. The minimum expectation of Companion Card affiliates is that they will issue cardholders with one Companion Ticket, or admission, at no charge. This ticket will be exempt from all booking fees.
3. Where a cardholder needs more than one companion to provide attendant care support, the cardholder will negotiate this with the venue or activity operator at the time of booking.
4. The Companion Card can be used to obtain a Companion Ticket for any programs, services and sessions run by affiliated venue or activity operators. This will be subject to the usual admission availability and conditions.
5. Booking and ticket distribution practices for Companion Tickets should not be more difficult than the standard ticketing practices of the affiliated venue or activity.
6. The Companion Card can be used in conjunction with any recognised concession cards.
7. The venue or activity must ensure cardholders are able to be seated or located physically close to their companions. Companions will remain close to cardholders to assist them as required. Cardholders with specific seating requirements will inform the venue or activity at the time of booking.
8. Some venue or activity operators may charge for participation over and above general admission costs (e.g. a fee for rides in addition to an entry fee at a fun park). Affiliated venue or activity operators must issue a Companion Ticket for both admission, and for additional components, such as rides etc., if the cardholder requires assistance in order to participate.
9. Companion Cards may be used to purchase a package deal for the cardholder that combines admission costs with ancillary components such as meals etc. When taking a booking for a package deal, affiliates should provide details of what is included with the Companion Ticket. It is essential that the companion's support to the cardholder is not disrupted if the ancillary components are not included in the Companion Ticket. (For example, if meals are not included, the companion must be able to bring or access food in a manner that enables them to provide continual support to the cardholder).
10. Affiliated venues or activities agree to, where possible, display the Companion Card logo in a prominent position at their business premises or ticketing outlet, and in promotional material.
11. Only the person whose photograph and details appear on the Companion Card can use the card.
12. Companion Tickets cannot be used without the Companion Card cardholder being present.
13. Companion Card cardholders must inform the venue or activity of their requirement for a Companion Ticket at the time they book or purchase their own ticket.
14. Acceptance of the Companion Card does not indicate that the venue or activity is accessible. Cardholders will be advised to check accessibility with the venue or activity before booking tickets.
15. Cardholders must provide their Companion Card details when making telephone bookings, and must present their valid card during ticket collection and at any time when asked during the activity. If cardholders cannot present their card, they may be charged for the Companion Ticket.
16. If a venue or activity suspects a Companion Card is being misused, they can report this to the Companion Card program, which will investigate the report. Proven misuse of the Companion Card may result in card cancellation, and the cardholder being ineligible to reapply.
17. It is understood that venue or activity operators and organisations agree to and accept the Companion Card Affiliate Terms and Conditions when they submit the Industry Affiliation Form.