

## ACCESSIBILITY RIDER TEMPLATE - VENUES

Hi - we're [SIC](#), a non-profit organisation who work with businesses and employers wanting to create a more accessible and inclusive environment for their team and customers.

Below you'll find a template (with examples) of an accessibility rider for an upcoming in-person event. This rider would then be housed somewhere easy to find on your website and/or other platforms. You want to make the journey for your customers (physically and mentally) as easy and stress-free as possible.

It's important to note that the more transparent you can be with the information included in your rider, the better. Be careful to not leave out information because you feel it's inaccessible or doesn't 'sound good'. Disabled people and those with access needs want to feel confident in accessing your event, and don't want to navigate any unexpected curveballs on the way.

Be transparent, be honest, and be open!

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### **TITLE OF EVENT**

**LOCATION (address)**

**DATE**

**TIME**

### **BASIC VENUE INFO - physical barriers, stairs, toilets etc.**

#### **Example**

*Entry to the building is via a double door at the front of the building, which will remain open throughout the event. There are two steps into the building but a ramp will be in place. The door is wide enough to accommodate most wheelchairs or other mobility aids. Service animals are of course very welcome.*

*The event will be held upstairs, on the first floor, in LOCATION. This area can be accessed via two flights of stairs, or using the lift. The bar will be open on the ground floor, offering a*

*variety of alcoholic and non-alcoholic drinks. Free drinking water will be available. An accessible toilet will be open on the ground floor throughout the event, and multiple toilets are available upstairs.*

#### **TIMINGS OF EVENT- running time, breaks (interval), venue opening/ closing times**

##### **Example**

*The timings of the event will be as follows, with the building open from 17.30PM:*

*17.30 - 18.15 Networking*

*18.15 - 19.30 Panel Discussion - with an opportunity for questions from the audience*

*19.30 - 20.00 Networking*

#### **CONTENT OF EVENT - \*\*\*Trigger warnings\*\*\*, flashing lights, loud noises, music etc.**

##### **Example**

*One question of the panel discussion will address mental health in the workplace. As this is an unscripted conversation, we don't know if a particularly triggering subject may arise. If at any point you feel the need to leave the room, there will be a quiet space available outside of the room which an usher or member of staff can direct you to discreetly. Attendees can leave and re-enter the room as much as they like.*

#### **SEATING**

##### **Example**

*Attendees and speakers will be seated for the panel discussion, and seating will be available throughout the event. There is no obligation to stay for the duration of the event - you are welcome to attend for just the panel discussion, or only the networking session.*

#### **ADDITIONAL ACCESS INFORMATION - BSL interpreter, closed captioning (if online), ramps (remember - the more transparent the better!)**

##### **Example**

*The panel session will be BSL-interpreted, and the interpreter will also be available for the networking sessions if required - please email xxx@xxx.com to request this service. Reserved front-row seating will be available for any attendees who feel they may benefit from this.*

*Speakers will use mics. Unfortunately, no hearing loop is available. The panel discussion will also be recorded, captioned and made available to attendees after the event.*

*There are 4 small meeting rooms that are available to event attendees who require access to a quiet space. The bar, downstairs, will also be made available for those who wish to step away from the panel.*

## **PHOTOGRAPHY/ FILMING**

### **Example**

There will be a photographer at the event. If you have any concerns, or do not wish to be included in event photographs, please email [xxx@xxx.com](mailto:xxx@xxx.com) in advance of the event.

## **GETTING TO THE VENUE - nearest tube/overground lines, step-free routes, blue badge parking areas**

### **Example**

*Free on-street parking is usually available in the surrounding area. The closest reserved spaces for Blue Badge holders are available on Priory Terrace, a 2-minute walk/ 0.1 miles from the venue. Other options available include Bath Place car park, 5 minutes/ 0.2 miles away, or Court Street car park, 5 minutes/ 0.3 miles. You can find information on on-street parking for Blue Badge holders [here](#), and car park availability and charges [here](#). Parking on double yellow lines is also available directly outside for Blue Badge holders.*

*Bus stops are roughly a 2-minute/ 0.1 mile flat walk away, for services including the 11 and X17 from Coventry (alight at Parish Church). The train station is a 10-minute/ 0.4 mile mostly flat walk from the venue, with direct services from destinations including Coventry, Birmingham and London Marylebone, and step-free access to all platforms via lifts. The station also has a car park, with free spaces reserved for Blue Badge holders. Further information on station accessibility can be found on the National Rail website [here](#), or via AccessAble [here](#).*

## **VIDEO WALK-THROUGH OF THE VENUE**

### **Example**

You can view the [following video](#) for a walk-through of the space in which the event will be held.

**CONTACT INFORMATION****Example**

*If you have any questions, or accessibility requirements that are not covered here, please email xxx@xxx.com. and we will get back to you within 1 working day. You can also contact us on whats app via +44xxxx xxxxxx.*

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