



VISION FOUNTAIN

## Access Provision Form - Venues

**Please complete this form at least 14 days prior to event.**

The **information is required** and ensures our events, exhibitions and installations are accessible to all audiences, including those with physical, sensory, or neurodiverse access needs.

*Please return by email to event co-ordinator Chieko Jones: [chieko@visionfountain.com](mailto:chieko@visionfountain.com)*

**Exhibition / Workshop Name:**

**Date of event:**

**Today's date:**

**Name of Venue:**

**Address of Venue:**

**Supporting officer (s) at venue:**

**Email:**

**Telephone (land):**

**Phone (mobile):**

## 1. Parking and Arrival

- Do you have visitor parking?  
 Yes  No  
If yes, how many spaces? \_\_\_\_\_
- Are there accessible parking spaces?  
 Yes  No  
If yes:
  - Are they clearly marked?  Yes  No
  - Are they appropriately sized for wheelchair users?  Yes  No
- Can your car park accommodate a medium-sized minibus (e.g. 17 seats)?  
 Yes  No
- Is the surface of your car park:
  - Solid
  - Non-slip
  - Free from loose materials (e.g. gravel/sand)
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- Is there a **step-free route** from the car park to the **accessible entrance**?  
 Yes  No
- Is the route:
  - Wide enough for wheelchairs?  Yes  No
  - Well-lit for safe navigation?  Yes  No

notes

## 2. Signage and Building Identification

- Is your building easy to identify from the street?  
 Yes  No
- Is the main entrance clearly distinguishable from the building facade?  
 Yes  No
- If the **accessible entrance** is different from the main entrance:
  - Is this clearly signed?  Yes  No
  - Is there a bell or system to summon assistance?  Yes  No

notes

3.

- Power operated?  Yes  No
  - If yes, are the controls accessible to wheelchair users?  Yes  No
- Easy to open manually (not too heavy)?  Yes  No
- Set to allow slow entry (if it has a door closer)?  Yes  No
- Is there clear internal signage for wayfinding?
  - Yes  No
- Is the **reception desk**:
  - Easy to identify from the entrance?  Yes  No
  - Equipped with a lowered counter section for wheelchair users?  Yes  No
  - Surrounded by adequate manoeuvring space for a wheelchair?  Yes  No
- Is printed information available in large print format upon request?
  - Yes  No

**notes**

#### 4. Building Accessibility and Movement

- Can a wheelchair user access all public/event areas?
  - Yes  No
  - If not, which areas are inaccessible? \_\_\_\_\_
- Are floors suitable for wheelchair use and reduced mobility? (e.g. low-pile carpet, slip-resistant flooring)
  - Yes  No
- Are **all doors used by visitors** wide enough for wheelchair access?
  - Yes  No

**notes**

## 5. Lifts (If Applicable)

- Does the building have a public lift?  
 Yes  No

If yes:

- Is signage for the lift clear and easy to follow?  Yes  No
- Do lift controls include:
  - Braille?  Yes  No
  - Raised letters?  Yes  No
- Internal lift dimensions (minimum required: 1100mm x 1400mm):  
Width: \_\_\_\_\_ mm  
Depth: \_\_\_\_\_ mm
- Can a wheelchair user use the lift without assistance?  
 Yes  No
  - If no, how can they summon help? \_\_\_\_\_
- Can a disabled person **arrange support in advance** of their visit?  
 Yes  No
  - If yes, please provide contact details: \_\_\_\_\_

**notes**

## 6. Accessible Toilets

- Does your venue have an accessible toilet?  
 Yes  No

If yes:

- Is it clearly signed and easy to locate?  Yes  No
- Are door handles and locks easy to use?  Yes  No
- Is there a functioning, well-positioned emergency alarm system?  
 Yes  No

**notes**

## **7. Additional Notes**

Please use this space to provide any other relevant information about access provision, staff training, or upcoming improvements.

**notes**

If you have any questions or need help regarding filling in access provision please contact  
Richard Jones: [richard@visionfountain.com](mailto:richard@visionfountain.com) m - 07734411358

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