

## Appendix 5

### NSDC Housing Community Centre Booking Form & Hire Agreement

Community Centre Name	
Location	
Event Date	
Event Title	
Event Details	
Hirer - Full Name	
Hirer - Full Address	
Hirer - Postcode	
Hirer - Email	
Hirer - Mobile/Phone number	

Date of event		
Day of the week		
Time of event - Start		
Time of event - Finish		
Total number of hours (including cleaning time)		
One off event or Reoccurring?		
Frequency if reoccurring?		
Date of first event if reoccurring.		
Whole centre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Main communal room?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will food be consumed or handled on the premises? Please detail.		
Use of kitchen for hot/cold water?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Full use of kitchen food preparation facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approximate number of people attending	Adults	
	Children	
Will there be music at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be a film/movie shown at the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## HIRE AGREEMENT

I confirm I am over 18 years of age.

I have read and agree to abide by the NSDC conditions of hire.

I have read and understand the NSDC Safety Instructions covering the use of the Community Centre.

I agree to supply with this agreement copies of any insurance cover necessary for the event or activity to be held at the Community Centre.

I agree to supply with this agreement copies of any current Public Performance Licence Agreement necessary for the event or activity to be held at the Community Centre. (For showing Films or TV without charging a fee to attendees).

I agree to supply with this agreement copies of any current Music Licence Agreement (PRS) necessary for the event or activity to be held at the Community Centre. (For playing recorded music or musical entertainment without charging a fee to attendees).

I accept responsibility for and will remedy or compensate Newark and Sherwood District Council, for any damage or loss to the Community Centre arising from the event or activity held.

I accept the hire agreement is not valid until this form is signed by both parties and any hiring fees are received by NSDC.

<b>The Hirer (or authorised responsible person if the Hirer is an organisation)</b>	
Name of Hirer or Group or Organisation	
Signature	
Date	
<b>On behalf of Newark and Sherwood District Council</b>	
Signature	
Date	
*Date Booking Confirmed & spreadsheet updated	

## **WHAT TO DO NOW**

Please return this completed, signed, and dated form to:

<b>The NSDC Tenant Engagement Team</b>	
<b>Email to :</b>	<a href="mailto:Getinvolved@newark-sherwooddc.gov.uk">Getinvolved@newark-sherwooddc.gov.uk</a>
<b>By post to:</b>	NSDC Tenant Engagement Team Newark & Sherwood District Council Castle House Great North Road Newark NG24 1BY
<b>Need Help to complete this form?</b> <b>Need Help to get event insurance?</b> <b>Need help to get a film or music licence?</b>	Please contact: <a href="mailto:Getinvolved@newark-sherwooddc.gov.uk">Getinvolved@newark-sherwooddc.gov.uk</a>  Or call customer services on 01636 650 000 and ask for Tenant Engagement.

This agreement does not take effect until the return of this completed form.  
By signing and returning this form you agree to the Terms & Conditions of Hire.  
Please carefully note the cleaning requirements.