# Housing Community Centre Policy

Newark & Sherwood District Council
Policy Document
September 2025

| | |
|---|---|
| Approved by: Cabinet | Date: September 2025 |
| Maintained by: Business Manager – Housing Services | |
| Next review date: September 2026 | |

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Linked Documents:
Complaints and Feedback Policy
Newark and Sherwood District Council Community Plan 2024 – 2027
Tenant Engagement Strategy
Asset Management Strategy

## 1. Purpose

1.1 The purpose of this policy is to set out how Newark and Sherwood District Council will manage housing community centres across the district which sit within the Housing Revenue Portfolio.

1.2 The Council has 29 centres which provide facilities for tenants and residents living in the locality: creating a communal, social space to enable inclusivity, neighbourhood cohesion and integration.

1.3 The management of these community assets sits within the Housing, Health, and Wellbeing Directorate:

- day to day operations being the responsibility of the Housing Services Team
- maintenance and compliance being the responsibility of Housing Maintenance and Asset Management Directorate

1.4 As a Council we are required to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. All Community Venues hired from the Council are not to be used by those whose views would draw people into terrorism, by ensuring that rigorous booking systems are in place.

The Council reserves the right, at its discretion, not to hire Community Venues to organisations or individuals that do not confirm to Prevent guidelines around responsible booking guidance or where it is not satisfied that the safety of the buildings and public can be ensured.

The Council has a rigorous booking system in place and staff responsible for them are trained to know what to do if they have suspicions. This includes ensuring venues or IT equipment are not used by speakers and groups who spread extremist narratives which could reasonably be linked to terrorism.

## 2. Policy Statement

2.1 This policy applies to all community centres funded by Newark and Sherwood District Council's Housing Revenue Account (HRA).

2.2 The HRA is a ring-fenced Landlord Account, the main items of income are from tenants in the form of rents and service charges with the main items of expenditure being management and maintenance costs and major repairs of Council stock.

2.3 The HRA is provided for the benefit of Council tenants.

2.4 This policy aims to ensure all community centres are well-managed, maintained, easily accessible and remain well used by local neighbourhoods.

2.5 The continued use of these centres aligns with Council's Community Plan Ambition 7:

> *"Be a top performing, modern, accessible Council that get its everyday services right for the residents and businesses that it serves"*

2.6 Supporting this policy are several working procedures and guidance documents including:

- The booking process.
- Conditions of use and hire charges.
- How to report repairs
- Keeping yourself and others safe
- Insurance and Licencing

2.7 All associated documentation is attached as appendices to the Policy.

## 3. The Council's Community Centres

3.1 The Council's community centres are situated within or adjacent to areas of housing for older persons and generally form part of the scheme.

3.2 All the centres are different in size and capacity, ranging from $36m^2$ with capacity for 10 people to $93m^2$ with a capacity of 62 people.

3.3 All the buildings have disabled access, welfare and kitchen facilities with a monthly health and safety inspection regime in place.

3.4 There is a digital programme in place to equip all community centres with WiFi to make them fit for purpose in line with modern technology and widen their use, due to complete by March 2027

3.5 The table below details all the Council's community centres:

| Area | Community Centre |
|---|---|
| Balderton | Dorwood Court |
| | Manthorpe House |
| | William Ghent House |
| Bilsthorpe | Burton Court |
| | The Green |
| Blidworth | Rookwood Close |
| Clipstone | Eastfield Close |
| | The Circle |
| Coddington | Wellgreen House |
| Collingham | William Bailey House |
| Edwinstowe | Abbey Road |
| | Lynds Close |
| Farndon | Trent House |
| Lowdham | The Leys |
| Newark | Beaumont Walk |
| | Cleveland Square |
| | Howes Court |
| | Knights Court |
| | Vine Way |

| | |
|---|---|
| Ollerton | Ambleside |
| | De Lacy Court |
| Rainworth | Cambridge Close |
| | Cooper's Rise |
| | Thoresby Road |
| Southwell | Burgage Close |
| | Coghill Court |
| | King's Court |
| Sutton-on-Trent | Snell Close |
| Wellow | Maypole Court |

3.6 The Council will not levy a charge for the use of its community centres.

## 4. Working with Partners

4.1 In order to achieve The Council's ambitions and promote community cohesion we recognise the need for effective and constructive partnerships to support inclusivity within our neighbourhoods.

4.2 Making full use of our locally based assets like community centres relies on partners such as:

- Citizens Advice Sherwood and Newark
- Nottinghamshire County Council
- Inspire
- Lincoln and Newark College
- Academy Transformation Trust Further Education
- Local Health Delivery Teams
- Town and Parish Councils

4.3 We will continue to work alongside these partners to provide spaces for community integration and capacity building.

## 5. Making a Complaint or Providing Feedback

5.1 The Council welcomes feedback to improve services. If a tenant would like to provide feedback on this service or is not satisfied with how the Council has applied with any aspect of this policy, please refer to the Council's Complaints and Feedback Policy on how to make a complaint.

## 6. Approval, Consultation and Review

| | | | |
|---|---|---|---|
| **Document Title** | NSDC Community Centre Policy | | |
| **Version Number** | 1.0 | **Protective Marking** | Official |
| **Lead Director** | Housing Health and Wellbeing | | |
| **Portfolio** | Housing | | |
| **Consultation** | Tenant Engagement Board | Colleagues | |
| | | Tenants | |
| **Approval Dates** | SLT: April 2025 | | |
| | Portfolio Holder: April 2025 | | |
| | Cabinet: September 2025 | | |
| **Review Dates** | Desktop: | September 2026 | |
| | Full: | September 2027 | |

## Appendix 1

# NSDC Housing Community Centre Policy Documents – Index

| | |
|---|---|
| | NSDC Community Centre Policy – July 2025 |
| 1. | Community Centre Hire Documents - Index |
| 2. | Conditions of Hire |
| 3. | Community Centre Max Occupancy |
| 4. | NSDC District MAP & Community Centre Locations |
| 5. | Booking Form |
| 6. | NSDC Safety Instructions |

## Appendix 2

# STANDARD CONDITIONS OF HIRE

**These standard conditions apply to all hiring of NSDC managed Housing Community Centres as detailed in appendix 3. If the Hirer is in any doubt as to the meaning of any of these conditions, please contact Customer Services, on 01636 650000.**

**THE HIRER**

**1. Age**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for always overseeing and being on the premises when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

**2. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

**PREMISES**

**3. Use of premises**

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, ***nor allow the consumption of alcohol thereon without written permission from NSDC.***

**4. Availability of premises**

The premises shall normally be available for hire on any day of the week from 08.00am until 10.00pm where there is no prior booking. Specific hire arrangements can be discussed to meet individual circumstances and needs. At the discretion of NSDC a maximum of 15 minutes preparation and 15 minutes cleaning time may be granted before and after the time of the hire period. Otherwise, the Hirer must include all necessary preparation and cleaning time in the hire period they book.

**5. Keys**

The Hirer shall be responsible for all keys/codes given to them for access to the community centre and equipment stored therein on the following conditions:

(a) they will not be copied

(b) they will not be passed to a third party

(c) if lost, the loss will be immediately reported to NSDC

(d) in the event of loss, the Hirer will be responsible for the cost of replacement including the changing of locks, if necessary.

**6. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

**7. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of NSDC accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

**8. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

**9. Stored equipment**

NSDC accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

NSDC may use its discretion in any of the following circumstances:

(a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.

(b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in NSDC disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**10. No alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of NSDC. Any alteration, fixture or fitting or attachment so approved shall at the discretion of NSDC remain in the premises at the end of the hiring. It will become the property of the community centre unless removed by the hirer who must make good to the satisfaction of NSDC or, if any damage caused to the premises by such removal.

**11. Attachment of decorations, posters etc.**

No pins, nails or permanent fixers are to be used on the walls or woodwork; Blu-tack or equivalent is acceptable. All decorations, posters etc. used must be removed cleanly at the end of the hire period.

**SAFETY**

**12. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the community centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, which is attended by children. The Hirer shall also comply with the Community Centre's Safety Instructions.

(a) The Hirer acknowledges that they have read this information in relation to the following matters:

• The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the community centre.

• The location and use of fire equipment.

• Escape routes and the need to keep them clear.

• Method of operation of escape door fastenings.

• Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an event the Hirer shall check the following items:

• That all fire exits are unlocked and panic bolts in good working order.

• That all escape routes are free of obstruction and can be safely used.

• That any fire doors are not wedged open.

• That exit signs are illuminated.

• That there are no obvious fire hazards on the premises.

**13. Means of escape**

(a) All means of exit from the premises must be kept free from obstruction and immediately available for

instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

**14. Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be reported immediately to NSDC.

**15. Health and hygiene**

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. The premises are provided with a refrigerator for the storage of chilled food items.

**16. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be certified as safe and in good working order. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

**17. Accidents and dangerous occurrences**

If the Hirer is a group, all accidents involving injury to the public must be recorded and investigated within the group's reporting procedures.

If the Hirer is an individual, all accidents involving injury to the public must be reported to NSDC.

Any failure of equipment belonging to the NSDC Community Centre must be reported as soon as possible to NSDC Customer Services.

**18. Explosives and flammable substances**

The Hirer shall ensure that:

(a) Highly flammable substances are not brought into, or used in any part of the premises and that

(b) no internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of NSDC.

**19. Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. The Community Centre has a 'No Smoking & No Vaping' Policy and a 'No Naked Flame' Policy (for example no indoor fireworks, no chafing dishes etc. will be allowed).

**20. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of NSDC. The Hirer shall ensure that heating systems are not tampered with, and timing mechanisms are not altered.

**21. Third-Party Entertainment / Bouncy Castles**

Bouncy Castles or other such sports, leisure or entertainment equipment is NOT permitted within the community centre or grounds.

The Hirer shall ensure that any third-party entertainer booked, or any supplier of equipment used at an event, holds the necessary insurance/permits required and their equipment is appropriately certified to be used.

**22. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be permitted.

**23. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

No illegal drugs may be brought onto the premises.

**24. Animals**

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

**25. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film shows. See item 7.

**26. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any

noise limitation device provided at the premises and comply with any other licensing condition for the premises.

**27. Cleaning & end of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise NSDC shall be at liberty to make an additional charge. This includes returning tables and chairs to their original position if having been moved during the period of hire.

**28. Rubbish Disposal**

At the end of the hire period, all waste must be bagged and tied before being placed in the appropriate bin outside the community centre. If a large amount of waste is produced during the event, then Hirers are required to take this away with them.

**INSURANCE & LICENCING**

**29. Insurance and indemnity**

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by NSDC, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by NSDC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of NSDC employees, volunteers, agents and invitees against such liabilities.

(b) The Hirer shall take out adequate insurance to ensure such liability and on demand shall produce the policy and current receipt or other evidence of cover to NSDC. Failure to produce such policy and evidence of cover will render the hiring void and enable the centre to be rehired to another hirer. NSDC is insured against any claims arising out of its own negligence.

**30. Licensable activities**

The sale of alcohol is not permitted at any time on the premises.

If licences for music or movies are required in respect of any activity in the community centre the Hirer should ensure that the relevant licence is in place. Support is available for community groups to understand and apply for licences. Please contact Getinvolved@newark-sherwooddc.gov.uk or call Customer Services on 01636 650 000.

**31. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**32. Special conditions**

The Council may if it is considered necessary, apply special conditions to any letting provided that written notice of such special conditions shall have been submitted to and accepted by the Hirer prior to the letting being made.

**33. Breach of conditions**

Upon any breach of the foregoing terms and conditions by the Hirer NSDC may terminate the hiring forthwith, both as to the occasion of the said breach and as to any future bookings, even if the period of hire has not expired.

The Hirer shall be liable to pay the Council the full amount payable under the foregoing regulations and conditions.

In addition, the Council may charge to and recover from the Hirer any expenses incurred by the Council in remedying any such failure to comply with the foregoing conditions, including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate.

**34. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the community centre is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of NSDC.

NSDC reserves the right to cancel this hiring by phone, email or written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

(b) NSDC reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place

at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flood, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but NSDC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**PRIVACY NOTICE**

We will use the information provided by you to process your booking. The basis of which the Council uses personal data for this purpose is that it is necessary for the performance of a contract between you and the Council. You need to provide this information if you wish to enter into a contract with the Council for the purpose of booking Council facilities.

**Data Protection Statement**

**Newark and Sherwood District Council will only process any personally identifiable information that you provide in accordance with its responsibilities under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.**

**Further details of how the Council will manage your personal information are contained within the Privacy Notice which can be found on the Council's website: www.newark-sherwooddc.gov.uk/privacynotice**

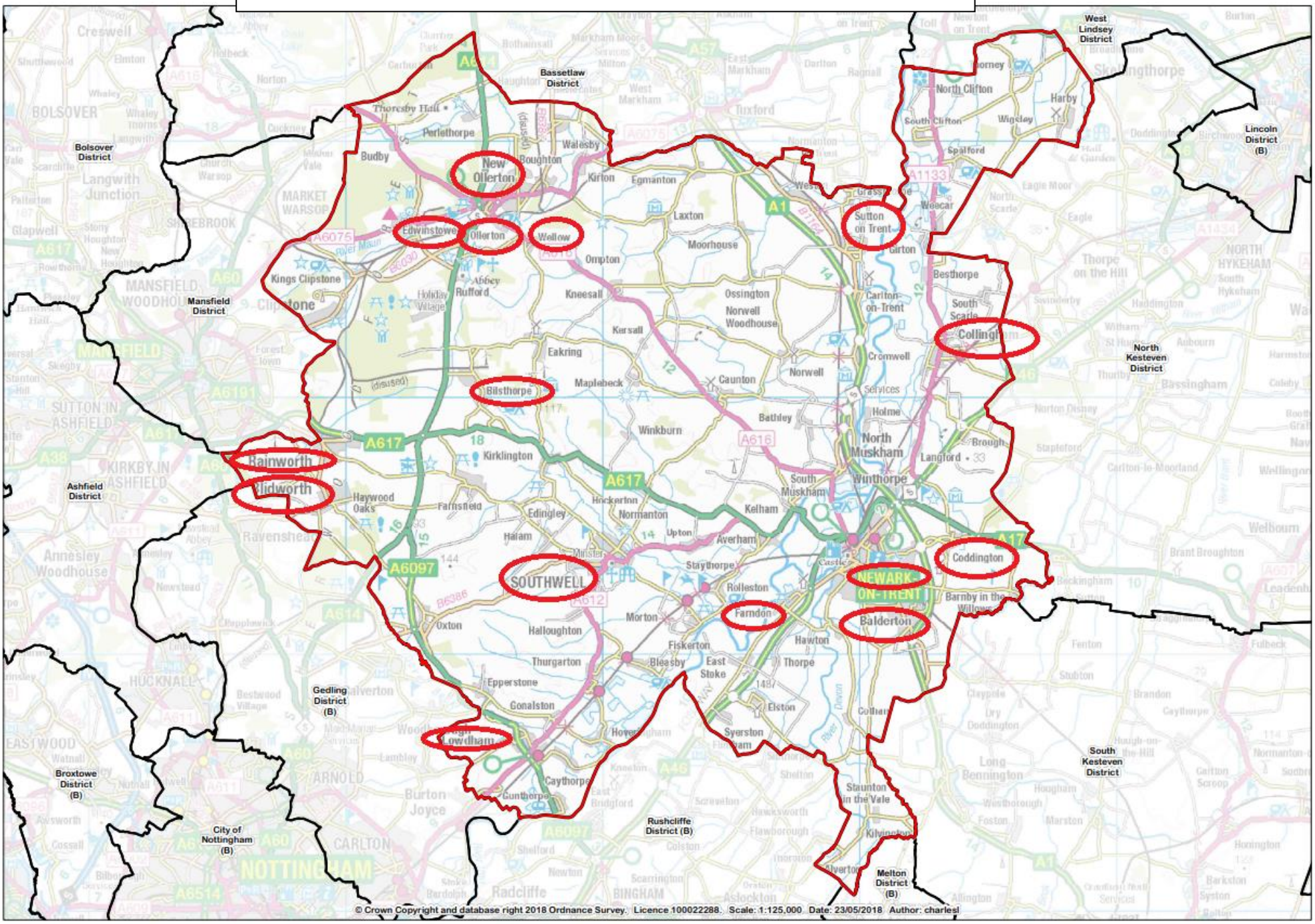
## Appendix 3

# NSDC Housing Community Centres Communal Lounge Maximum Occupancy Figures

| Centre | Location | Maximum Occupancy Level | Floor area (m2) of main communal lounge |
|---|---|---|---|
| Abbey Road | Edwinstowe | 50 | 82 |
| Ambleside | Ollerton | 50 | 92 |
| Beaumont Walk | Newark | 50 | 92 |
| Burgage Court | Southwell | 50 | 39 |
| Burton Court | Bilsthorpe | 50 | 88 |
| Cambridge Close | Rainworth | 50 | 82 |
| Cleveland Square | Newark | 50 | 83 |
| Coghill Court | Southwell | 50 | 37 |
| Coopers Rise | Rainworth | 50 | 37 |
| De Lacy Court Main Block- Ground Floor | Ollerton | 62 Total | 50 |
| De Lacy Court - First Floor | Ollerton | | 50 |
| Dorewood Court | Balderton | 50 | 43 |
| Eastfield Close | Clisptone | 50 | 50 |
| Howes Court | Newark | 50 | 92 |
| Kings Court | Southwell | 50 | 74 |
| Knights Court | Newark | 50 | 43 |
| Lynds Close | Edwinstowe | 50 | 48 |
| Manthorpe House | Balderton | 20 | 35 |
| Maypole Court | Wellow | 60 | 39 |
| Rookwood Close | Blidworth | 50 | 82 |
| Seven Hills | Newark | 50 | 57 |
| Snell Close | Sutton on Trent | 50 | 37 |
| The Circle | Clipstone | 50 | 91 |
| The Green | Bilsthorpe | 50 | 83 |
| The Leys | Lowdham | 50 | 37 |
| Thoresby Road | Rainworth | 20 | 41 |
| Trent House | Farndon | 50 | 38 |
| Vine Way | Newark | 50 | 93 |
| Well Green House | Coddington | 10 | 55 |
| William Bailey House | Collingham | 50 | 37 |
| William Ghent House | Balderton | 50 | 84 |

2024 updated figures

# Appendix 4. NSDC District Map – Housing Community Centres



| | Centre Name | Road | Town/Area | Postcode | District |
|---|---|---|---|---|---|
| 1 | Ambleside | Ambleside | New Ollerton | NG22 9UR | Sherwood |
| 2 | Abbey Road | Abbey Road | Edwinstowe | NG21 9LQ | Sherwood |
| 3 | Beaumont Walk | Strawberry Hall Lane | Newark | NG24 2DD | Newark |
| 4 | Burgage Close | Burgage Lane | Southwell | NG25 0EG | Sherwood |
| 5 | Burton Court | Burton Court | Bilsthorpe | NG22 8QP | Sherwood |
| 6 | Cambridge Close | Cambridge Close | Rainworth | NG21 0AY | Sherwood |
| 7 | Cleveland Square | Cleveland Square | Newark | NG24 4HJ | Newark |
| 8 | Coghill Court | Coghill Court | Southwell | NG25 0LH | Sherwood |
| 9 | Coopers Rise | Coopers Rise | Rainworth | NG21 0AL | Sherwood |
| 10 | De Lacy Court | De Lacy Court | New Ollerton | NG22 9RN | Sherwood |
| 11 | Dorewood Court | Nightingale Close | Balderton | NG24 3PR | Newark |
| 12 | Eastfield Close | Eastfield Close | Clipstone | NG21 9AZ | Sherwood |
| 13 | Howes Court | Sherwood Avenue | Newark | NG24 1QL | Newark |
| 14 | Kings Court | Kings Court | Southwell | NG25 0EL | Sherwood |
| 15 | Knights Court | Knights Court | Newark | NG24 1UJ | Newark |
| 16 | Lynds Close | Lynds Close | Edwinstowe | NG21 9RB | Sherwood |
| 17 | Manthorpe House | Brandon Close | Balderton | NG24 3PG | Newark |
| 18 | Maypole Court | Maypole Court | Wellow | NG22 0EP | Sherwood |
| 19 | Rookwood Close | Rookwood Close | Blidworth | NG21 0PJ | Sherwood |
| 20 | Snell Close | Snell Close | Sutton-on-Trent | NG23 6QH | Newark |
| 21 | The Circle | The Circle | Clipstone | NG21 9EF | Sherwood |
| 22 | The Green | The Green | Bilsthorpe | NG22 8QQ | Sherwood |
| 23 | The Leys | The Leys | Lowdham | NG14 7BT | Newark |
| 24 | Thoresby Road | Thoresby Road | Rainworth | NG21 0DZ | Sherwood |
| 25 | Trent House | California Road | Farndon | NG14 7BT | Newark |
| 26 | Vine Way | Vine Way | Newark | NG24 1QR | Newark |
| 27 | Wellgreen House | The Green | Coddington | NG24 2PT | Newark |
| 28 | William Bailey House | Windsor Close | Collingham | NG23 7PS | Newark |
| 29 | William Ghent House | Wilfred Avenue | Balderton | NG24 3EB | Newark |

**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 ☐ | No ☐ |
| Main communal room? | Yes ☐ | No ☐ |
| Will food be consumed or handled on the premises? Please detail. | | |
| Use of kitchen for hot/cold water? | Yes ☐ | No ☐ |
| Full use of kitchen food preparation facilities? | Yes ☐ | No ☐ |
| Approximate number of people attending | Adults | |
| | Children | |
| | | |
| Will there be music at the event? | Yes ☐ | No ☐ |
| Will there be a film/movie shown at the event? | Yes ☐ | No ☐ |

## 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 fromthe 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.

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

## WHAT TO DO NOW

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

| | |
|---|---|
| **The NSDC Tenant Engagement Team** | |
| **Email to** : | Getinvolved@newark-sherwooddc.gov.uk |
| **By post to**: | NSDC Tenant Engagement Team<br>Newark & Sherwood District Council<br>Castle House<br>Great North Road<br>Newark<br>NG24 1BY |
| **Need Help to complete this form?**<br><br>**Need Help to get event insurance?**<br><br>**Need help to get a film or music licence?** | Please contact:<br>Getinvolved@newark-sherwooddc.gov.uk<br><br>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.

**Appendix 6**

## NSDC Housing Community Centre Safety Instructions

The Hirer or Responsible Person shall familiarise themselves and ensure all centre users are familiar with the following safety matters:

- Action to be taken in the event of a fire including calling the Fire Brigade on 999 and evacuating the Centre to a safe muster point.
- The location and use of fire alarm points.
- Emergency exits and the need to keep them clear.
- The operation of fire doors and the need to close all fire doors in the event of a fire.
- Report any obvious fire hazards on the premises or surrounds to NSDC Customer Services on 01636 650 000.
- Report any obvious building damage or repair requests to NSDC Customer Services on 01636 650 000.
- Maintain your own log of any accidents that take place during the Hire period.
- Maintain your own appropriate risk assessments for the activity undertaken during the Hire period.

| | |
|---|---|
| Hirer Signature: | |
| *NSDC saved to file date: | |
| *NSDC added to Centre File date: | |
| *Hirer contact details last updated: | |