

**MALPAS COURT
OLIPHANT CIRCLE
MALPAS
NEWPORT
NP20 6AD
Tel: 01633 414842
E-Mail:**



jason.conibeer@newport.gov.uk and Gareth.jarvis@newport.gov.uk

BOOKING APPLICATION

Hirers Name:
Name of Course
Address / Invoice
address:

E-mail
Telephone No
Cost Code (internal
Only)

	Mobile No	

DAY DATE AND TIME OF LETTING

Day:	Date:
Time from:	To:
<i>This will be the time the facility is required from</i>	
Approximate number of persons attending:	Age Group:
Special requirements:	
Equipment being brought in:	
Signed:	Date:

Checklist of documents to be submitted with booking form (please note for parties if you are using a DJ or entertainer etc. they must provide the documents required *.)

COVID risk assessment *	General Risk Assessment *
Copy of Community group constitution	Copy of Public Liability Insurance *
Copy of Charity registration	

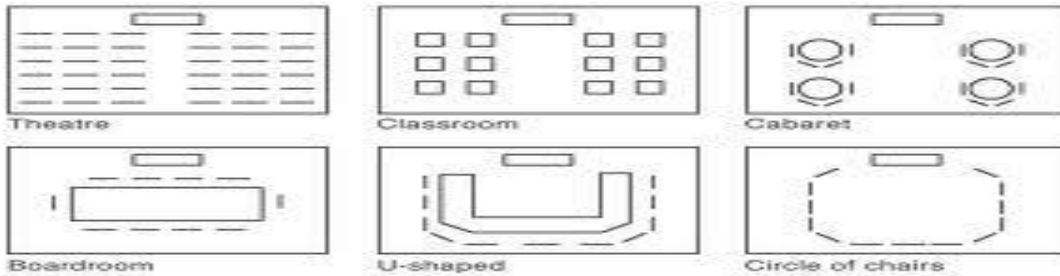
FACILITY REQUIRED and CHARGES - Please confirm charge with Administrative staff when booking

Rooms	Rate whole day	Tick		Rate half day	Tick
The Library -18' x 18'6"	£60.00	<input type="checkbox"/>		£35.00	<input type="checkbox"/>
The Drawing Room 18' x 29'	£100.00	<input type="checkbox"/>		£55.00	<input type="checkbox"/>
Library & Drawing Room 18' x 47.5'	£140.00	<input type="checkbox"/>		£70.00	<input type="checkbox"/>
	£20.00 per hour			£20.00 per hour	
Room 14	£90.00	<input type="checkbox"/>		£50.00	<input type="checkbox"/>
	£15.00 per hour			£15.00 per hour	

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- Theatre Classroom Cabaret
 Boardroom U shaped Circle of chairs

Equipment Required (Exc VAT)	
Flip Chart - £6.00 per pad	<input type="checkbox"/>
Digital projector - £5.00 per day	<input type="checkbox"/>
Conference video link - £30 per day	<input type="checkbox"/>
COST CODE: -INTERNAL	

REFRESHMENTS: -

All refreshments must be booked directly with Newport Social Enterprise - newportsocialenterprise@gmail.com

Cancellation Policy

We operate a 5 working day cancellation policy. If you cancel at least 5 working days prior to the day of your event/booking you will not be charged. Cancellations made less than 5 working days prior to the day of the event/booking will incur a charge equivalent to the total cost of hire for the day(s) as detailed on your booking confirmation.

To cancel a booking we require written notice by email to jason.conibeer@newport.gov.uk and gareth.jarvis@newport.gov.uk.

Where the booking is to be cancelled with less than 24 hours notice, please telephone: 01633 414650. Cancellations will incur a charge equivalent to the total cost of hire for the day(s) as detailed on your booking confirmation.

Terms and Conditions of Hire of Centre

CANCELLATION

- a) The hirer is required to provide five working days' notice, otherwise the deposit will not be refunded and / or you be charged the full amount.
- b) The Centre reserves the right to refuse or cancel any booking for any reason whatsoever without being bound to give any reason for doing so and will not as a result of the exercise of this right incur any liability for breach of contract or otherwise or be held liable for any expenses incurred by the hirer either directly or indirectly for such refusal, termination or cancellation.

HIRE OF ROOMS

- Please be aware that all setting up time and setting down time i.e. (Discos, Catering, Food etc.) must be incorporated into your hire time.

PROVISION OF FOOD/BUFFETS

- If you are preparing or bringing food into the Centre for your booking, please ensure you read and comply with the advice and information within the Food Standards Agency- Catering from home safely booklet.

FIRE PRECAUTIONS

- While you have the use of the Centre, you will be expected to inform your guests of any fire evacuation procedures, in the event of a fire.
- Exits are through the main entrance/exit door and fire door in Hall 1 and Hall 2.
- **THESE EXITS MUST BE KEPT CLEAR AT ALL TIMES.**
- Should the need arise to evacuate the building; you should leave quickly, closing the doors behind you to contain the fire. You must inform the caretaker or call the Fire Brigade yourself.
- The assembly point is the roundabout end of the Multi Usage Games Area.
- All areas of the Centre are non-smoking; this includes the building, car park and surrounding grounds.

SUPERVISION OF YOUR FUNCTION/GUESTS

- **You should appoint sufficient stewards to supervise the function, and each one should be aware of the Fire Drill.**
- They should take charge of the doors to ensure that uninvited persons do not gain entry, and also supervise the **EXIT** door, which is to be used **ONLY IN EMERGENCY.**

DAMAGE

- The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire. The hirer shall indemnify Newport City Council on demand for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hire

INDEMNITY IN RESPECT OF THIRD PARTIES

The hirer shall be liable for:

- The costs of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage or the contents of the premises.
- All claims, losses and damages costs arising out of the use of the premises (including the storage of equipment) by the hirer made against or incurred by the Centre, its employees, volunteers, agents or invitees.
- All claims, losses and damages and costs arising as a result of any nuisance caused to a third party as a result of the uses of the premises by the hirer.
- If the hirer is a commercial business, e.g. (keep fit, martial arts, dog training, or another activity that charges an entrance fee or provides advice) the hirer must produce their insurance certification. Showing that they have current public liability insurance cover of £5million, employer's liability insurance (if applicable) and if providing advice professional indemnity cover of £2million, upon their application to hire the premises. Failure to demonstrate this documentation will delay or render the booking void.

- Regular Commercial hirers requiring above shall be asked to confirm the existence of insurance as stated on an annual basis.

ACCIDENTS AND DANGEROUS OCCURRENCES

The Hirer must report all accidents involving injury to the public to the Community Facilities Manager, as soon as possible and complete the relevant Accident Reporting form. As certain types of accidents or injury MUST be reported in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR). Assistance will be given when making out such a report should it be required

USE OF EQUIPMENT

- Please note that bouncy castle equipment is not allowed on these premises, without express permission and separate insurance arrangements are in place.
- Smoke machines (ice machines) are not permitted to be used
- Footballs/soft balls are not permitted to be used
- All electrical equipment must be Portable Appliance Tested.

COMMUNITY PARTIES / EVENTS

- Payment must be made 7 working days prior to the event or the event will not be guaranteed.

PARKING

- Please note parking on site is limited. If it is necessary to park off premises, (in the residential area) please exercise consideration to the residents.

POLITICAL AND RELIGIOUS GROUPS OR INDIVIDUALS

- Political or religious groups/ individuals making an application to hire the venue must refer to the Council's Guidance for Political and Religious Groups to hire Council premises

I the undersigned agree to abide by all the terms and conditions of hire

Signed:.....

Date:.....

Office Use Only:-

Space Booked with the centre	Tick	Rate of Hire (hourly etc)			
Charity Registration Details		General risk assessment			
COVID risk assessment		Copy of community group constitution provided			
Copy of Public Liability Insurance provided		Copy of Public Indemnity insurance provided			
COST CODE: (Internal):					
Booking Confirmation					
Date Booking confirmed and electronic calendar updated:					
Hirer Advised:	Date:	Time:	Method: Phone / E-mail		
Party Bookings					
N.B. - Balance to be paid in full at least 7 working days prior to event date					
Amount Payable:					
Deposit Paid – Amount:					
Receipt Number /date:					
Balance Paid – Outstanding Amount:					
Balance Paid:					
Receipt Number/date:					
Cancellation					
Date Cancellation Notice Received:		Is the hire fee still chargeable?	Yes / No	Hirer advised that fee still payable?	
Cancellation e-mail attached to original booking form		Date cancellation confirmed to hirer:		Additional Notes:	

