

NEWPORT COMMUNITY CENTRES  
 CANOLFAN RIVERMEAD CENTRE  
 FUSCIA WAY  
 ROGERSTONE  
 NEWPORT  
 NP10 9LZ  
 Telephone: (01633) 414650



## BOOKING APPLICATION

Centre:.....

Name:.....

Address:.....

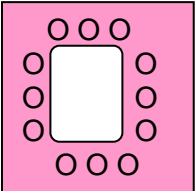
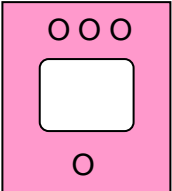
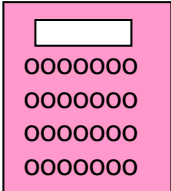
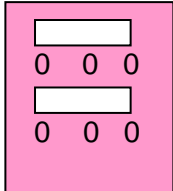
.....Postcode.....

Telephone No.....Mobile No.....

### DAY, DATE AND TIME OF LETTING

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

Rooms	Tick	Office use:		
Meeting room	<input type="checkbox"/>	Amount payable:		
Hall 1	<input type="checkbox"/>	Deposit paid – amount:	Receipt number /date:	<input type="text"/>
Hall 2	<input type="checkbox"/>	Balance paid – outstanding amount:	<input type="text"/>	<input type="text"/>
Full hall	<input type="checkbox"/>	Balance paid:	Receipt number/date:	<input type="text"/>
kitchen	<input type="checkbox"/>	<b>N.B. Balance to be paid in full at least 7 working days prior to event date.</b>		

Boardroom	Interview	Theatre	Classroom
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

**Equipment required:**

Flip chart  £6.00 per pad      Digital projector (Hall 1 and 2 only)  £5.00 per day  
SMART board  £5.00 per day  
(Meeting room only)

**COST CODE: (internal).....**

Dear Sir/Madam

**RE: YOUR LETTING OF .....**

**HIRE OF ROOMS**

- Please be aware that all setting up 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 read carefully and follow the advice given in 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
- Exits are through the main entrance/exit door and the fire door in Hall 1 and Hall 2
- **THESE EXITS MUST BE KEPT CLEAR AT ALL TIMES**
- If the building has to be evacuated you should leave quickly, closing the doors behind you to contain the fire. You must inform the caretaker or call the fire service yourself
- The assembly point is the roundabout end of the multi-use games area
- All areas of the Centre are non-smoking, including the building, car park and surrounding grounds

**SUPERVISION**

- You should make sure there are enough stewards to supervise the function and they should all be aware of the fire drill
- Stewards should take charge of the doors to ensure that uninvited people do not come in, and also supervise the **EXIT** door, which is to be used in an emergency only

**LIABILITY AND INSURANCE**

- All organisations must have contents insurance and tutors will need to produce their teaching qualifications and personal liability insurance documents, before the start of the class
- Please sign a copy of this form to accept the terms and conditions and responsibility, please telephone with any queries

**USE OF EQUIPMENT**

- Bouncy castle equipment is not allowed on Newport City Council premises
- Smoke machines (ice machines) may not be used
- Footballs/soft balls may not be used
- All electrical equipment must be Portable Appliance Tested

**COMMUNITY PARTIES / EVENTS**

- Payment must be made within 7 working days of the event or the event will not be guaranteed

**DAMAGE**

- I the undersigned hereby agree to indemnify the Council for any claims for loss or damage while using the Rivermead Centre

**PARKING**

- Parking on site is limited. If you need to park off the premises, please be considerate to residents

**POLITICAL AND RELIGIOUS GROUPS OR INDIVIDUALS**

- Political or religious groups/ individuals making an application to hire the venue must refer to Newport City Council guidance.

**Keep the second copy for your own reference.**

**Yours faithfully**

**Mark Nicholls  
Community Facilities Manager**

**I have read the above, and undertake to be responsible for supervising during the period of the letting, and for the safety precautions in case of fire.**

Signed..... Date of event.....