

Policy on use of Council entertainment venues

This policy applies to all venues owned and or controlled by Newcastle City Council as entertainment venues, these are currently the Mansion House and Banqueting Suite. Entertainment venues are managed as a commercial operation and are distinctly separate from the day to day activities of the Council.

When accepting bookings or organising events we need to be sure that we act within the law. We have developed a policy that will allow us to make the best use of our venues without breaching our own equality policies or the law.

Our statutory equality responsibilities ensure that we are responsive to the needs of all members of the community irrespective of gender, transgender identity, relationship status, disability, age, race, religion and belief, ethnic origin, sexual orientation or any other factor upon which discrimination may be based.

We aim to act as a model of good equal opportunities practices.

We aim to allow the widest possible use of our premises and enable freedom of expression

There are terms of hire which we apply when we let a venue.

In addition, in deciding whether to let a venue we will consider the law and our duties in relations to civil liberties, equality, human rights and public order.

We will also remind all prospective hirers of their responsibilities relating to these laws.

Procedure

Anyone wanting to use a council venue for entertainment purposes is requested to contact hospitality.services@newcastle.gov.uk to discuss their requirements, to arrange a viewing and/or to make a formal booking.

- If the potential user, Council officer or any other person has concerns about a potential use they should raise this with the Service Manager, Civic Facilities. Most matters should be resolved and decided at this stage.
- If there are still concerns or the potential user wants to appeal a decision, the issue must be referred to the Head of Facility Services & Civic Management.
- If there are still concerns, or the potential uses wishes to appeal the decision of the Head of Facility Services & Civic Management, the matter must be referred to the relevant Director. The Director must consult the relevant Council Member or Portfolio Holder before making their final decision. There is no further appeal.

Advice

Advice and support is available to all staff involved in the decision making process outlined above from the Equality & Access Policy Advisor and/ or the Head of Facility Services & Civic Management.

Other Entertainment Venues

The council does have an ownership interest in other entertainment venues but their use is controlled by third parties. The council can only have control or influence over this by its statutory powers or under any leases or other legal agreements that are in place.