

North Shields Community Hub and Library



Northumberland Square
North Shields

**Room Hire Booking Pack
2024/2025**



North
Tyneside
Council

North Shields Community Hub and Library Booking Form

Northumberland Square, North Shields, Tyne & Wear, NE30 1QU

Tel: 0191 643 5270

Email: northshields.library@northtyneside.gov.uk

Payment Method Cash on day Invoice Journal Transfer

Please provide details below of the person and address to be invoiced.

Please complete the form using block capitals only. **Purchase Order Number:**

Name:

Address:

Postcode:

Contact Number:

Email Address:

EXPENDITURE CODE - This must be entered before confirmation of room hire.

(Internal room bookings only) 01 _____ 00000 000

Date required for booking:

Time:

Please indicate how many weeks/days if a recurring booking:

What is the name of your group:

What does your organisation/group do:

What activities will you be carrying out in the room:

Will this meeting/activity be private or attended by public:

Expected attendance/occupancy:

Please state if this booking is term time only: Yes No

Refreshments	Please Tick	Room Set Up- Please note some of the following layouts are not suitable for groups of more than twelve	Please Tick
Hot Water only – Free	<input type="checkbox"/>	Theatre Style	<input type="checkbox"/>
Hot Water and Cups – £2.00 Flat rate nominal charge	<input type="checkbox"/>	Classroom Style	<input type="checkbox"/>
Refreshments – £1 per head Hot water, cups, tea, coffee, milk, sugar	<input type="checkbox"/>	Cabaret Style	<input type="checkbox"/>
		Banquet Style	<input type="checkbox"/>
		U Shaped	<input type="checkbox"/>
		Boardroom Style	<input type="checkbox"/>
		Empty	<input type="checkbox"/>

Are you hiring this room for an activity that has a potential safeguarding risk (children or vulnerable adults)? Yes No

If yes, our Safeguarding Policy requires you to hold a valid DBS certificate.

Please tick to confirm possession of a valid DBS certificate

Please tick to confirm you have read and understood the cancelation policy and charges

Please verify you have read and understood the terms and conditions of your booking and confirm all the information you have provided is correct

(Note: By submitting this booking pack electronically you are accepting the terms and conditions)

Signed:

Date:

Equipment

Please indicate any equipment required:

- Flip Chart & Pens (charge applicable –see charges on page 6)**
- PA System**
- Projector**

Do you need a laptop supplied?

- Yes, I need a laptop provided for me.**
- No, I will be bringing my own.**

Please note that our laptops are Windows 8.1 devices.

Please note: to attach your laptop to our projector you will need a VGA port.

Our laptops are equipped with USB drives for memory sticks, as well as CD-ROM / DVD drives to access your information.

If you are supplying your own laptop, please note the make, model and operating system of the laptop below:

Do you require Internet access?

- Yes**
- No**

Wi-Fi is accessible in most locations – please check availability at time of booking.

FOR INTERNAL STAFF ONLY

Do you require access to the NTC network?

- Yes**
- No**

Please indicate any other equipment required:

Privacy Statement

In order to provide room booking services to you, it is necessary for North Tyneside Council to collect and hold personal information about you. We will only keep your information for the minimum period necessary. This information will include: -

- Name, address, telephone number, email address.

How will we use the information we hold about you?

We will collect information about you (where applicable) for: -

- Making, amending, and administering your booking.
- Providing services requested by you.
- Communicating with you.

Who will we share your information with?

We will not normally share your information with external organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

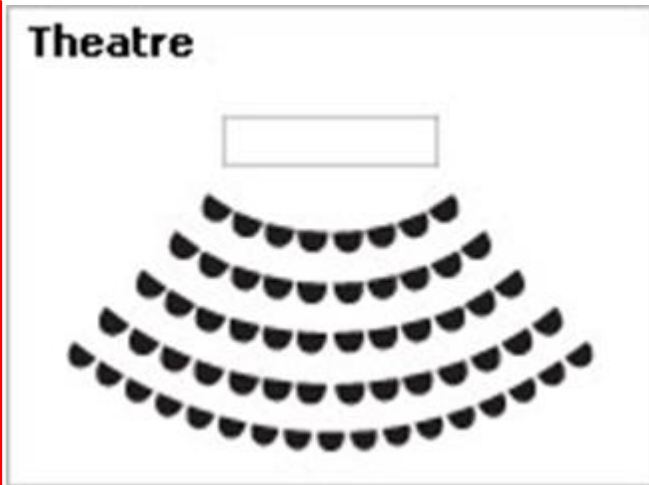
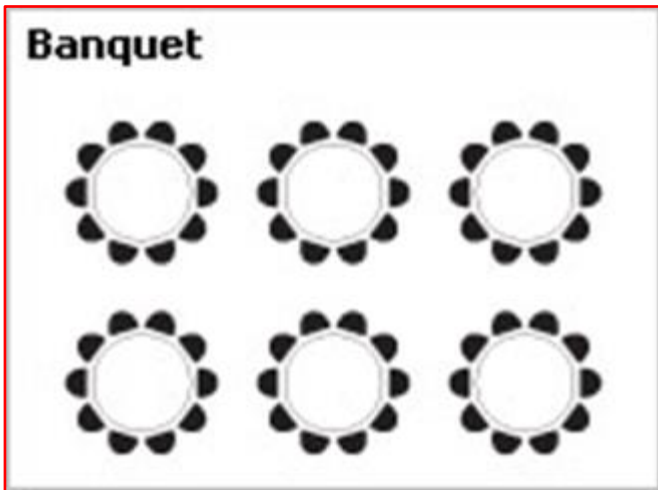
Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Accuracy of your information

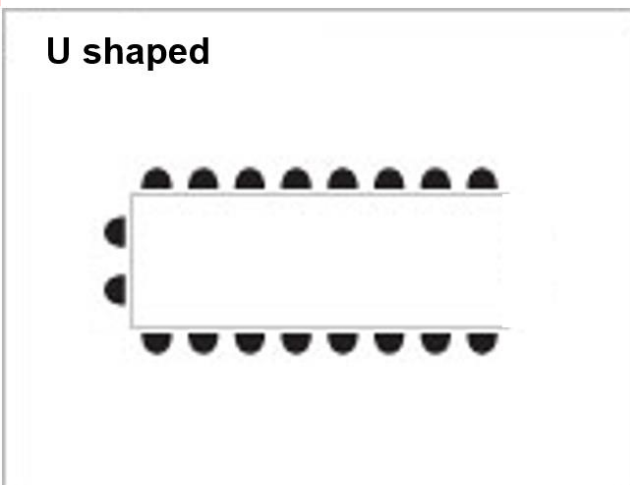
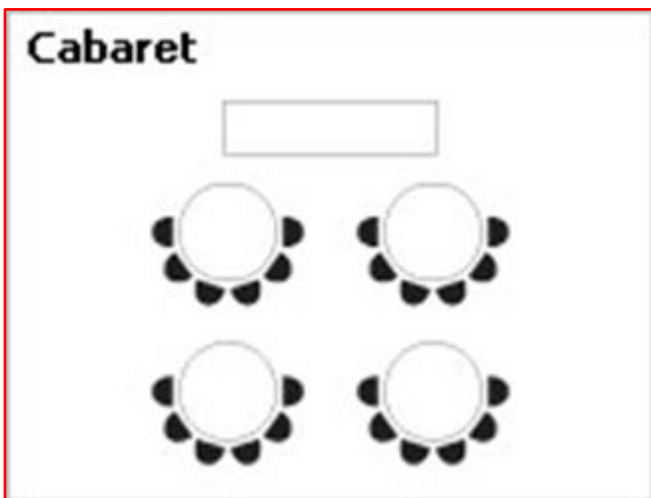
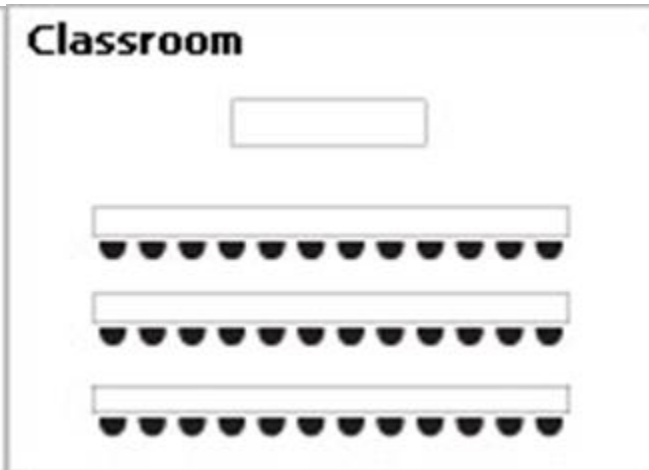
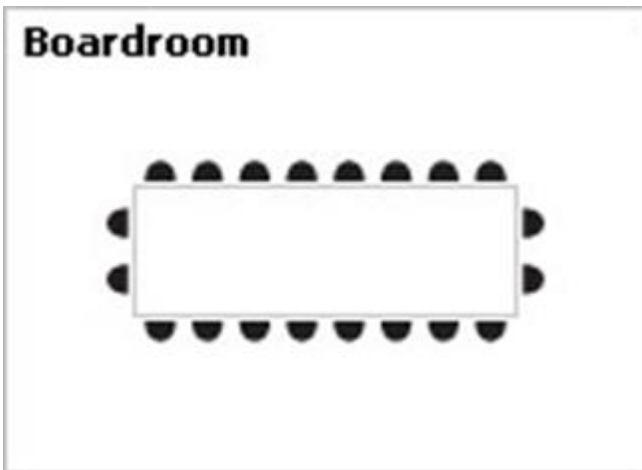
It is important that we hold accurate and up to date information about you in order to deliver the appropriate services. If any of your details have changed, please ensure that you inform us as soon as possible so that we can update our records.

Seating and Room Layouts

Please note some of the following room layouts are not suitable for groups of more than 12 people.



This is only possible when hiring both rooms for no more than 20 people.



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Room Hire Charges

Full day 9.00am – 5.00pm

Half day 9.00am – 1.00pm, 1.00pm – 5.00pm

Room 1	Business Rate			Standard Rate			Base Rate		
49 Sq. metres	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour
Medium	72.50	36.25	11.00	48.00	24.00	8.00	24.00	12.00	5.00

Room 2	Business Rate			Standard Rate			Base Rate		
40 Sq. metres	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour
Medium	72.50	36.25	11.00	48.0	24.00	8.00	24.00	12.00	5.00

Room 3	Business Rate			Standard Rate			Base Rate		
89 Sq. metres	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour
Large	126.00	63.00	20.00	84.00	42.00	13.00	42.00	21.00	7.00

Room 3 is room 1 and 2 combined.

Hourly rate for room hires after 5:30pm is standard rate of £12.00 per hour and additional charges for security to cover event and locking the building.

Other services provided	Charges
Flip Chart & Pens	£5.40 per pack each
Photocopying	A4 10p per sheet A3 20p per sheet

- **Business Rate Criteria** – Bookings made by profit making organisations e.g., Slimming World, Weight Watchers etc.
- **Standard Rate Criteria** – Bookings made by “not for profit” organisations who do not meet the criteria of community rate e.g., NHS, National Blood Service, internal Council bookings except for service activity and/or the activity forms part of the core offer of the centre.
- **Base Rate Criteria** – Bookings for Community groups, CIC’s (Community Interest Companies) and organisations who do not receive direct funding, such as Knit & Natter Art Groups, Line Dancers, toddler groups. Registered charities e.g., Age UK, MacMillan. Private Hire functions e.g., Parties, weddings, funerals, christenings.

Room Hire Standard Terms and Conditions

1. The 'Centre' shall mean North Shields Community Hub and Library, North Tyneside Council. Therefore, the contract is made with North Tyneside Council.
2. All bookings are considered provisional until the Centre has received a completed and signed Room Booking Form. If the Centre does not receive a completed booking form within 7 days, the provisional booking will be withdrawn, the Centre reserves the right to re-let the facilities.
3. All bookings with prior agreed credit facilities will be invoiced.
4. All clients must inform the Centre not less than seven days prior to a booking – the number of people attending, along with final arrangements and details for the booking. Final arrangements will include start and finish times, room set-ups and equipment required.
5. All invoices will be calculated within the scale of charges found in the pricing policy. All bookings must start and end at the agreed time. Any request for additional time at the beginning of a booking or any bookings running over the time stated on the booking form **will** result in additional charges.
6. In the event of a non-arrival or cancellation within 4 working days of the event the **full cost for room hire will be charged.**
7. A refundable deposit of £30.00 will be taken for all party bookings. This deposit will be taken on the day of the booking and returned to the Client once the room has been inspected and passed by a member of the Centre's staff.
8. The Council shall not be liable to the client, volunteer or employee of the Client or to any third party for any loss, cost, expense, penalty or damage incurred or suffered, including but not limited to any personal injury or death or damage to property, arising directly out of or in consequence of the User's use of the centre and/or the User's breaches of any Use Conditions.
9. North Tyneside Council does not accept liability for loss or damage to personal effects belonging to the Client or their delegates, staff, or visitors.
10. The Client will be liable for all, and any damage caused to any room, facility, furniture, or equipment caused by acts or omissions of their delegates, staff, or visitors. Where multimedia projectors are used the understanding that if the projector is damaged or broken then the hirer will be responsible for the repair or replacement.
11. North Tyneside Council will not be liable in failing to provide facilities previously agreed, in the event that it is prevented from doing so by causes beyond its control. This will include but will not be limited to fire, flood, storm, civil disturbance, or industrial action.
12. Clients should report to the Centre's reception where they will be given access to the room and information regarding Health and Safety for their booking.
13. Public liability, fire safety and risk assessments are available to inspect on request, but the hirer is responsible for ensuring emergency evacuation procedures are communicated and followed by those using the facilities.
14. It is the responsibility of the hirer to inform the Centre if anyone using the room requires specific help in vacating the building in an emergency.

15. Smoking and vaping are forbidden in all rooms in our buildings in line with North Tyneside Council's No Smoking policy.
16. No alcohol is allowed on the premises without the prior consent of the Centre Manager. It is the responsibility of the hirer hosting any event for entertainment or the consumption of alcohol to check with the facility if the appropriate licences are held and if they do not, the hirer must provide any appropriate licences i.e. a 'Temporary Event Notice', failure to meet any licensing requirements for the booking will lead to a cancellation of the hire of the facilities. If any special licence is required for entertainment or the consumption of alcohol the hirer shall be responsible for the full costs.
17. For evening bookings outside of the normal opening hours there may be an additional charge to provide staffing access to the building (see price list)
18. By law, the authority is not permitted to allow use of its rooms for party political reasons, therefore no bookings will be taken for this purpose. Elected Ward Councillors are able to use rooms to conduct their role as Elected Members, e.g., for ward surgeries. Further guidance is available on the Council website: <https://my.northtyneside.gov.uk/category/1013/rooms-and-facilities-hire>
19. Any individuals or organisations that hold extremist or discriminatory views of any nature will not be able to use North Tyneside Council's facilities.
20. If you are hiring the room for an activity that has a possible safeguarding risk (children or vulnerable adults) our safeguarding policy and procedures require the room user to hold a valid DBS certificate. If this is applicable you will be required to declare this on the booking form. By signing and returning the form you are confirming that this information is correct.
21. The Council reserves the right to refuse or to terminate future bookings if meetings/activities taking place in Council buildings are likely to cause a breach of the peace or affray or are causing a disturbance/disruption to the main function of the building in which the meeting is being held.
22. If a client wishes to bring electrical equipment into the Centre, it will require a safety check. This must be by prior arrangement. A charge may be made for electricity consumed by equipment utilising heavy loads. This equipment will also require safety checks which will be undertaken by the Caretakers.
23. You should not stick any items to the walls.
24. Where clients hire ICT equipment they must accept North Tyneside Council's ICT policy, particularly where it states that memory sticks and other devices cannot be used with the Council's equipment.
25. Any additions or variations to these standard terms and conditions must be made in writing. No verbal agreements or arrangements will be binding.
26. We encourage all clients to use the catering facilities in our premises.
27. All clients must ensure that an adult supervises any children/young people attending the bookings at all times.
28. We have no storage facilities for any equipment used during the continuous uses of our rooms nor do we take responsibility for any equipment used on our premises.

Please note that Individuals or organisations that hold extremist views or discriminative views of any nature will not be considered to use North Tyneside Council's facilities.

Fire Precautions

- If the Fire Alarm sounds, please leave the building by the nearest Fire Escape. Please note that this may not be the same route that you used to enter the building. The hirer should be aware of the main fire exit routes.
- The assembly points are telephone box at the entrance to the park on Northumberland square. Rear assembly point is by the telegraph pole opposite the back of the Beacon Shopping Centre
- If any exit is blocked, a member of staff will direct to the next available exit.
- **The lift will not be in service in the event of a fire alarm activation.**
- It is the responsibility of the hirer to inform the centre if anyone using the room requires specific help in evacuating the building in an emergency.
- Evac chairs are available on the first floor for use in an emergency.
- Any electrical equipment belonging to the hirer and used in the rooms requires a safety check before it can be used.
- In the case of a fire, please inform the Fire Co-ordinator of any issues so they can then inform the Fire Brigade.

First Aid

- There is a **defibrillator on the ground floor** at the main reception desk if required and First Aid boxes are available on each floor.
- If a first aider is required, please notify a member of staff who will identify if a 1st Aider is on site.

Smoking Policy

- This building has a dedicated NO SMOKING policy, which includes E-cigarettes. If you wish to smoke, please leave the premises completely.

Toilets

- There is an accessible toilet on the first floor with baby change facilities. Access to the toilet is via a Radar Key. Please ask staff if required.
- There is an accessible toilet with baby changing facilities, access via a Radar Key please ask staff if required and Ladies and Gents toilets on the ground floor.

Housekeeping

- On arrival in the centre the lead / facilitator is to sign-in on the first-floor staff desk.
- On no account must anything be attached to the walls. Please ensure that the room is left in the same condition as when you arrived. Please report any repairs to reception or spillages immediately, this will help us maintain good standards in the whole building.
- On leaving the room, please close any windows, turn off the lights and inform reception that the room has been vacated, returning this checklist and sign out.

Covid-19 and Room Bookings

- Please do not enter the building if you have any Covid-19 symptoms.
- Help keep our buildings safe for everyone: catch it, bin it, kill it, stop germs spreading.
- Please regularly use hand sanitiser or wash your hands, with soap, for at least 20 seconds.
- Please take the stairs if you can.
- Please give other customers and our teams space where possible
- If the room has opening windows, these should be kept open during meetings to improve ventilation.

All room bookings are subject to fire capacity regulations on the numbers of people that each room can hold. There are no legal limits on room numbers associated with Covid-19.

We have a building risk assessment which includes general considerations for Covid-19, but it is up to you to assess whether the room can be used safely for the type of activity you wish to hold. You will need to consider the clinical vulnerabilities of your participants and their vaccination status.

Other North Tyneside Council Community Hubs and Libraries with room hire available.

Howdon Library & Family Learning Centre

Churchill Street

Howdon

Wallsend

Tyne & Wear

NE28 7TG

Tel: 0191 643 2070

Email: howdon.library@northtyneside.gov.uk

Dudley Community Hub at the John Willie Sams Centre

Market Street

Dudley

Cramlington

Northumberland

NE23 7HS

Tel: 0191 643 2030

Email: johnwilliesamscentre@northtyneside.gov.uk

Longbenton Community Hub at the Oxford Centre

West Farm Avenue

Longbenton

Newcastle Upon Tyne

NE12 8LT

Tel: 0191 643 2750

Email: oxford.centre@northtyneside.gov.uk

Shiremoor Library

Earsdon Road

Shiremoor

Tyne & Wear

NE28 9JQ

Tel: 0191 643 2036

Email: shiremoor.library@northtyneside.gov.uk

Wallsend Community Hub and Library
16 The Forum
Wallsend
Tyne & Wear
NE28 8JR
Tel: 0191 643 2075
Email: wallsend.library@northtyneside.gov.uk

White Swan Community Hub and Library
Citadel East
Killingworth
Newcastle upon Tyne
NE12 6SS
Tel: 0191 643 2040
Email: killingworth.library@northtyneside.gov.uk

Whitley Bay Community Hub and Library
York Road
Whitley Bay
NE26 1AB
Tel: 0191 643 5390
Email: whitleybay.library@northtyneside.gov.uk