

Oxford Centre

Longbenton Community Hub and Library



Room Hire

Booking Pack

2025 / 2026



North
Tyneside
Council



North Tyneside Council

Oxford Centre – Room Booking Pack

West Farm Avenue, Longbenton, Newcastle, NE12 8LT

Tel: 0191 643 2750

Email: oxford.centre@northtyneside.gov.uk

Name of hirer:	
Company/Service:	
Contact Phone:	
Contact Email:	

Booking information	
Date of booking:	
*If you require multiple dates, please use table below.	
Start and finish times	
Occurrence:	Please circle choice: one-off/weekly/monthly April 2025–March 2026 only
Do you require set-up time prior to your booking? YES/NO	
Number of people:	
Type of activity:	
Type of set-up:	
Equipment:	Flipchart YES/NO Projector (Room 1 only) YES/NO

Additional Dates			
Date	Times (start/finish)	Date	Times (Start/Finish)



Oxford Centre – Room Booking Pack

North Tyneside Council

Billing Information

NTC expenditure code:

or

External Booking purchase order number:

Name on invoice:

Invoice address:

Invoice postcode:

Contact phone number if
different to booker:

Email:

Preferred method of
contact:

Circle preference: Phone/email/post

Confirm you have read the terms and conditions: Circle choice: YES/NO

Confirm you have read and understood the cancellation terms: Circle choice: YES/NO

Please return your completed booking form to oxfordcentre@northtyneside.gov.uk,

For office use only:



Oxford Centre – Room Booking Pack

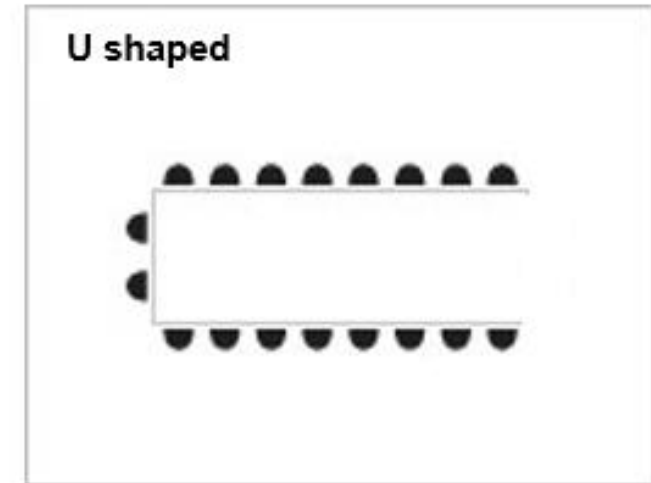
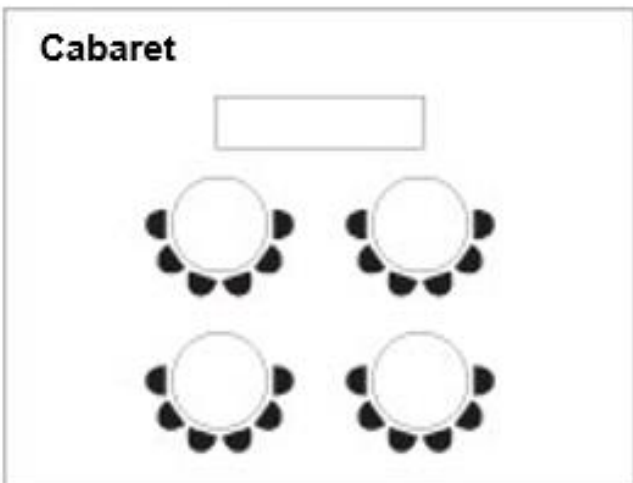
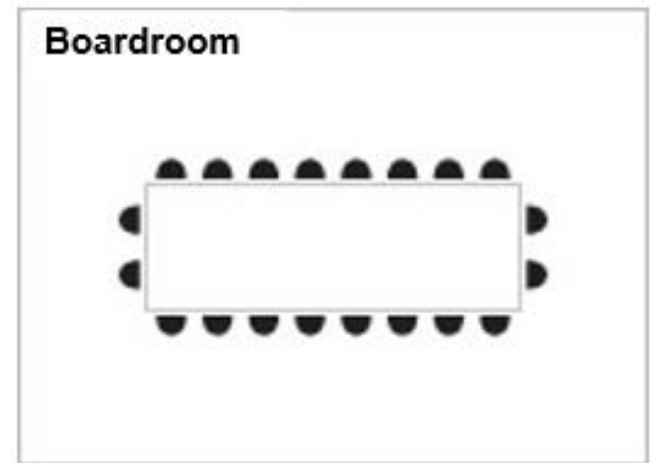
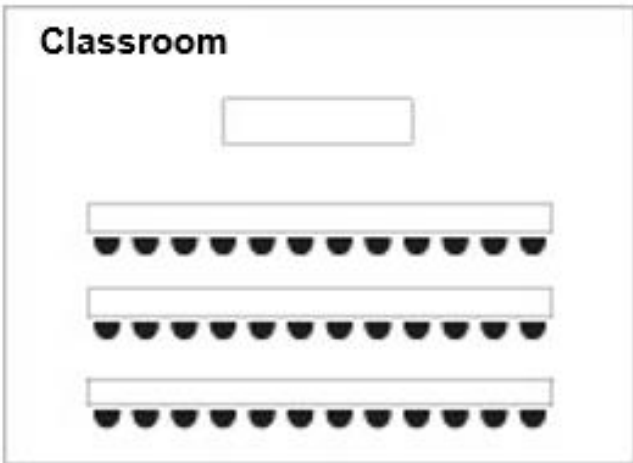
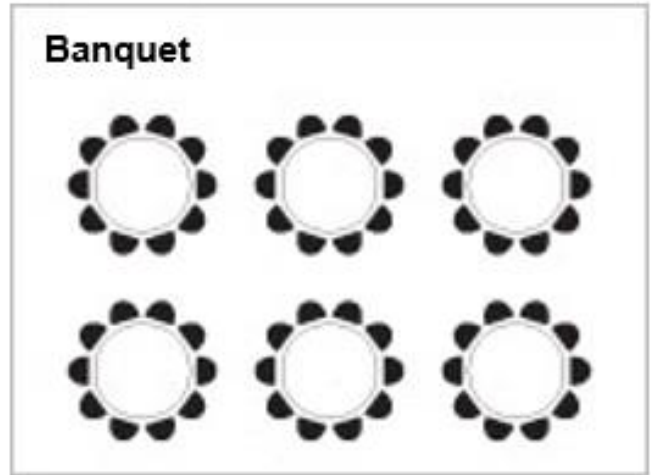
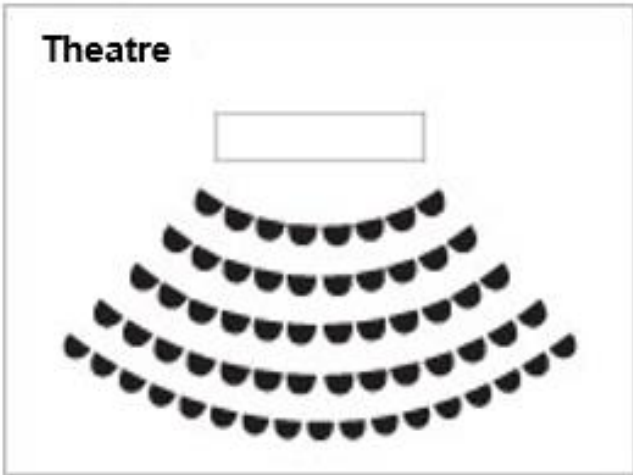
Room booking confirmed:	
Booking Location:	
Cost for invoice:	

Room Set-Up Options



Oxford Centre – Room Booking Pack

No:





North Tyneside Council

Oxford Centre – Room Booking Pack

Room Hire Rates and Charges

Full day 9.00am – 5.00pm

Half day 9.00am – 1.00pm, 1.00pm – 5.00pm, 5.00pm – 7.45pm

Rooms include 1 + 2 + 3 together, Crèche & Playroom

Room	Business Rate			Base Rate			Community Rate		
Room	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour
Hall	157.50	78.75	24.00	105.00	52.50	15.75	52.50	26.25	8.00

Rooms include: 1 + 2 together, Rooms 2 + 3 together

Room	Business Rate			Base Rate			Community Rate		
	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

Rooms include Room 1, 2, 3 & 9

Room	Business Rate			Base Rate			Community Rate		
	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

Rooms include Interview Room 1 and 2

Room	Business Rate			Base Rate			Community Rate		
	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour	Full Day	Half Day	Per Hour
Small	19.00	10.00	4.00	13.00	7.00	3.00	7.00	4.00	2.00



North Tyneside

Oxford Centre – Room Booking Pack

Other services provided

Charges

Photocopying

A4 10p per sheet **A3** 20p per sheet

Standard Terms and Conditions

1. The 'centre' shall mean Oxford Centre, North Tyneside Council. Therefore, the contract is made with North Tyneside Council.
2. All bookings are considered provisional until a completed and signed room booking form has been received by the centre. If the centre does not receive a completed booking form within 7 days, the provisional booking will be withdrawn, and 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. N.B. Seating and room setting layouts are not available for all rooms.
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. 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.
8. North Tyneside Council does not accept liability for loss or damage to personal effects belonging to the Client or their delegates, staff or visitors.



Oxford Centre – Room Booking Pack

- 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.
10. 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.
 11. Clients should at the start and end of their room booking report to the centre's reception where they will be given access to the room and information regarding Health and Safety for their booking.
 12. Public liability, fire safety & 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.
 13. 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.
 14. Smoking and vaping is forbidden in all rooms in our buildings in line with North Tyneside Council's No Smoking Policy.
 15. No alcohol is allowed on the premises without the prior consent of the Centre Management
 16. For evening bookings outside of the normal building opening hours there may be an additional charge to provide staffing for access to the building.
 17. Any individuals or organisations that hold extremist or discriminatory views of any nature will not be able to use North Tyneside Council's facilities.
 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 can use rooms to carry out 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. If you are hiring this room for an activity that has a potential safeguarding risk (children or vulnerable adults) our Safeguarding Policy & procedures require the room user to hold a valid DBS certificate. If this is applicable you will be required



North Tyneside Council

Oxford Centre – Room Booking Pack

to declare this on the booking form. By signing & returning the form you are confirming that this information is correct.

20. The Council reserves the right to refuse or to terminate future booking 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.
21. 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.
22. No items should be stuck to the walls
23. Any additions or variations to these standard terms and conditions must be made in writing by North Tyneside Council, no verbal agreements or arrangements will be binding.
24. We encourage all clients to use the catering facilities offered by Oxford Centre
25. All clients must ensure that an adult supervises any children/young people attending the bookings at all times.
26. 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.
27. Delegates, staff and visitors of the Client are required to comply with all health, safety, fire and general instructions issued.
28. Please complete and return Oxford Centre Booking Form, thereby acknowledging your acceptance of the centre's terms and conditions of the contract and confirming that the information shown is correct.

Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (including the local authority), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty,



Oxford Centre – Room Booking Pack

there is an expectation that local authorities ensure that our venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

The Government have defined extremism as **“vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces”**

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



Oxford Centre – Room Booking Pack

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.

North Tyneside Council Community Hubs and Libraries available for hire

White Swan Centre, Killingworth Community Hub and Library

Citadel East

Killingworth

Newcastle upon Tyne

NE12 6SS

Tel: 0191 643 2040

Email : whiteswancentre@northtyneside.gov.uk



North Tyneside Council

Oxford Centre – Room Booking Pack

John Willie Sams Centre, Dudley Community Hub and Library

Market Street

Dudley

Cramlington

Northumberland

NE23 7HS

Tel: 0191 643 2030

Email : johnwilliesamscentre@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

North Shields Community Hub and Library

Northumberland Square

North Shields

NE30 1QU

Tel: 0191 643 5270

Email: northshields.library@northtyneside.gov.uk

Wallsend Community Hub and Library

16 The Forum

Wallsend

NE28 8GR

Tel: 0191 643 2075

Email: wallsend.library@northtyneside.gov.uk



North Tyneside Council

Oxford Centre – Room Booking Pack

The Oxford Centre in Longbenton is northeast of the centre of Newcastle upon Tyne, in the Metropolitan Borough of North Tyneside. Getting there is straightforward with Tyneside's good motorway links; direct public transport (Metro and bus) and we have extensive car parking adjacent to the building.

How to get there



By Car

The Oxford Centre in Longbenton is located approximately 4 miles from Newcastle city centre and 8 miles from Newcastle Airport. To reach us at West Farm Avenue, Longbenton, we would advise the use a facility like the AA online guide.

Parking

We have 14 disabled bays (8 x at the front of the building and 6 x in our rear car park) and you can park for up to 3 hours in the bays serving the Boulevard shops at the front of the building without penalty. For longer stay parking contact our centre manager or reception.

By Public Transport

The Metro System is one of the easiest ways of getting to the Oxford Centre. From Newcastle Central Station you can catch a Metro direct to Longbenton station. Come out of the station, passing the Innisfree Social Club on your left and proceed down Roseberry Drive until you reach the Boulevard shopping area. Pass between the towers and the Oxford Centre is on your right-hand side across the car park. It takes about 5 minutes to walk from the Metro station.