

# White Swan Centre

Room hire booking pack 2022-2023



**Citadel East, Killingworth, NE12 6SS**  
**Tel: 0191 643 2040**

**Email: [whiteswan.centre@northtyneside.gov.uk](mailto:whiteswan.centre@northtyneside.gov.uk)**



**North Tyneside Council**



North Tyneside Council

## White Swan Centre Booking Form

Citadel East, Killingworth, Newcastle, NE12 6SS

Tel: 0191 643 2040

Email: whiteswan.centre@northtyneside.gov.uk

**Please provide details below of the person to be invoiced.**

Please complete the form using block capitals only

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

Registered charity number (if applicable,): \_\_\_\_\_

**Contact Number:** (if different from invoicing details) \_\_\_\_\_

**How would you like to pay for your booking?**

Invoice  **Purchase Order Number** (if applicable) \_\_\_\_\_ Cash on the day

Internal Transfer – please complete information below

**EXPENDITURE CODE** - This must be entered before confirmation of room hire  
(Internal room bookings only) 01 \_\_\_\_\_ 00000 000

**Date of booking:**

**Time:** (Please include set-up time)

**Do you require time prior to the booking to set up?** (This will be charged according to the hourly rate. Style of room will be set up already free of charge). **Y/N**

**If yes, please state amount of time requested:**

**Expected attendance / occupancy:**

**What is the name of your group?**

**What does your organisation / group do?**

**What type of activities will you be carrying out in the room?**

**Will this meeting / activity be private or attended by public?**

**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**

**Please indicate preferred room set up style:** (details provided in booking pack)

Theatre Style  Classroom Style  U Shaped  Empty

Cabaret Style  Banquet Style  Boardroom Style



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## Equipment

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**Please indicate any equipment required:**

**Flip Chart (£5.40)**

**PA system** (microphone and speakers)

**Projector**

Please note that our projectors connect via VGA (monitor cable)

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**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.

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 make, model and operating system of the laptop below:**

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**Do you require Internet access?**

**Yes**

**No**

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

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### **FOR INTERNAL STAFF ONLY**

**Do you require access to the NTC network?**

**Yes**

**No**



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**Please indicate any other equipment required:**

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.

**Further Details**

Please enter any other requirements/details relating to your room booking in the space provided below.

**Please verify you have read and understood the terms and conditions of booking and DBS requirements (if applicable) and confirm all the information you have provided is correct.**

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

**Signed:** .....

**Date:** .....



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## Covid-19 and Room Bookings

**We are gradually re-opening all our services, but still working hard to help keep staff and visitors safe. We will continue to provide guidance about using our services safely and equipment such as hand sanitiser and sneeze screens.**

- 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 give other customers and our teams space where possible and we request that you wear a face covering in crowded public areas.
- Please regularly use hand sanitiser or wash your hands, with soap, for at least 20 seconds.
- Use the hand sanitiser provided. Please be considerate and only use what you need.
- Please follow any one-way systems in the building.
- Please take the stairs if you can.
- Consider the individual risks of those in your group, e.g. clinical vulnerabilities, vaccination status

All room bookings are subject to fire capacity regulations on the numbers of people that each room can hold.

There are no longer any legal limits to numbers of people in each room associated with Covid-19, but we have taken advice from our Health and Safety colleagues, who have recommended room capacities based on the size and ventilation of the rooms. You will be given this information on booking. This is for guidance only but if you exceed these numbers, this is at your own risk and you should assess the impacts of this.

We still encourage everyone to keep their distance where possible to avoid the spread of the virus.

Not all room set ups are available in all rooms due to space considerations. Staff will advise on which room sets ups are available at the point of booking.

Please do not re-arrange the furniture – this is laid out to the best advantage of space and conditions, based on your requirements.

If the room has opening windows, these should be kept open during meetings to improve ventilation.

We are not currently providing refreshments, but you are welcome to bring your own.

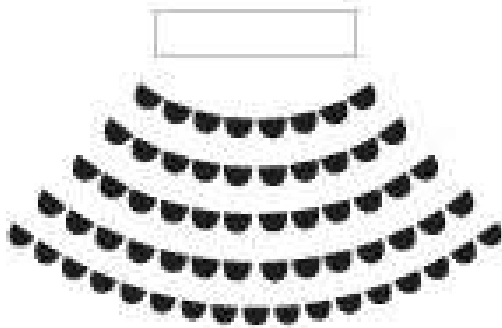
We have a building risk assessment which includes general considerations for Covid-19, but it is up to you to assess whether the room can be used safely for the type of activity you wish to hold. You will need to consider the clinical vulnerabilities of your participants and their vaccination status.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



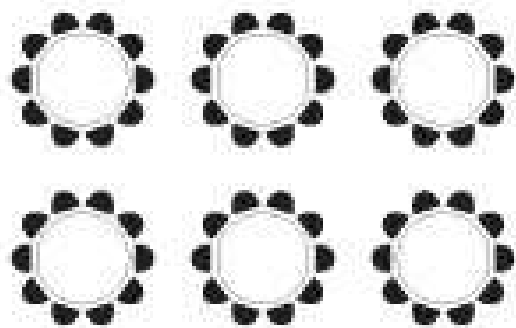
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## Seating and Room Plans

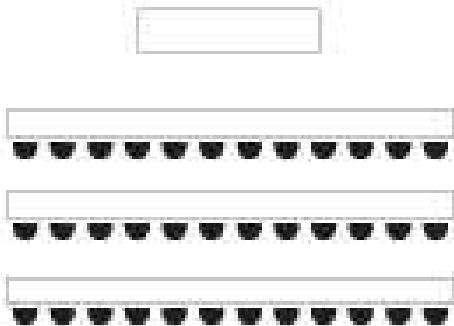
**Theatre**



**Banquet**



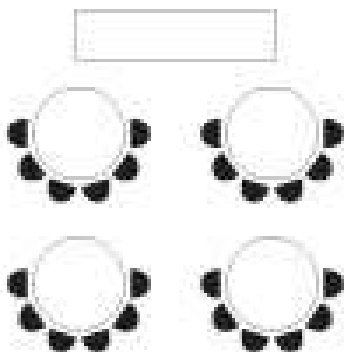
**Classroom**



**U shaped**



**Cabaret**



**Boardroom**





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## Room Hire Rates and Charges

**Full day** 9.00am – 5.00pm

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

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
<b>Hall</b>	230.00	115.00	30.00	185.00	92.50	25.00	92.50	46.25	12.50

**Rooms include:** Activity Hall

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
<b>Medium</b>	72.50	36.25	11.00	48.00	24.00	8.00	24.00	12.00	5.00

**Rooms include:** Room 3, Room 9, Room 10, and Room 12

Other services provided	Charges
Out of hours security	£12.00 per hour
Flip Chart & Pens	£5.40 per pack each
Fax	£1.00 per sheet UK £1.50 per sheet international
Incoming Fax	50p per sheet
Photocopying	<b>A4</b> B&W 10p per sheet <b>A3</b> B&W 20p per sheet
Photocopying	<b>A4</b> Colour 30p per sheet <b>A3</b> Colour 60p per sheet



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# Room Hire

## Standard Terms and Conditions

The 'Centre' shall mean White Swan Centre, North Tyneside Council. Therefore the contract is made with North Tyneside Council.

1. 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 10 days the provisional booking will be withdrawn and the Centre reserves the right to re-let the facilities.
2. 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.
3. For evening bookings outside of the normal building opening hours there may be an additional charge to provide staffing for access to the building.
4. All bookings with prior agreed credit facilities will be invoiced.
5. 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. NB. Seating and room setting layouts are not available for all rooms
6. 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.
7. In the event of a non-arrival or cancellation within 4 working days of the event the **full cost for room hire/refreshments will be charged.**
8. 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.
9. 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.
10. North Tyneside Council does not accept liability for loss or damage to personal effects belonging to the Client or their delegates, staff or visitors.
11. 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 Multi media projectors are hired the loan is on the understanding that if the projector is returned damaged or broken then the hirer will be responsible for the repair or replacement.**





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12. 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.
13. 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.
14. Delegates, staff and visitors of the Client are required to comply with all health, safety, fire and general instructions issued. **NB:** White Swan Centre is a no smoking building in line with North Tyneside Council's No Smoking Policy.
15. 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.
16. 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
17. If you are hiring this room for an activity that has a potential 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.
18. 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 Service Support Assistants.
19. Where Clients hire ICT equipment at the centre, they must accept North Tyneside Council's ICT policy, particularly where it states that memory sticks and/or other devices cannot be used with the Council's equipment.
20. 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.
21. We encourage all clients to use the catering facilities offered by the Cygnet Community Enterprises – a booking form is enclosed for you to identify your catering requirements separately.
22. We ask that all clients ensure that an adult supervises any children/young people attending their bookings at all times.
23. On site car parking is restricted to disabled badge holders only, please use the adjacent shopping centre car park.
24. '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 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>



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25. Please complete and return White Swan 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.

### **Information held about you in relation to room booking with North Tyneside Libraries and Community Centres.**

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) to:-

- 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.



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## North Tyneside Council Community Centres available for hire

White Swan Centre  
Citadel East  
Killingworth  
Newcastle upon Tyne  
NE12 6SS  
Tel: 0191 643 2040  
Fax: 0191 643 7462  
Email: [whiteswan.centre@northtyneside.gov.uk](mailto:whiteswan.centre@northtyneside.gov.uk)

Wallsend Customer First Centre  
16 The Forum  
Wallsend  
NE28 8JR  
Tel: 0191 643 2075  
Fax: 0191 643 5839  
Email: [wallsend.library@northtyneside.gov.uk](mailto:wallsend.library@northtyneside.gov.uk)

Whitley Bay Customer First Centre  
York Road  
Whitley Bay  
NE26 1AB  
Tel: 0191 643 5390  
Fax: 0191 200 8536  
Email: [whitleybay.library@northtyneside.gov.uk](mailto:whitleybay.library@northtyneside.gov.uk)

North Shields Customer First Centre  
Northumberland Square  
North Shields  
NE30 1QU  
Tel: 0191 643 5270  
Fax: 0191 643 5255  
Email: [northshields.library@northtyneside.gov.uk](mailto:northshields.library@northtyneside.gov.uk)

Howdon Library  
Churchill Street  
Howdon  
NE28 7TG  
Tel: 0191 643 2070  
Email: [Howdon.library@northtyneside.gov.uk](mailto:Howdon.library@northtyneside.gov.uk)



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John Willie Sams Centre  
Market Street  
Dudley  
Cramlington  
Northumberland  
NE23 7HS  
Tel: 0191 643 2030  
Fax: 0191 643 7343  
Email: [johnwilliesamscentre@northtyneside.gov.uk](mailto:johnwilliesamscentre@northtyneside.gov.uk)

Oxford Centre  
West Farm Avenue  
Longbenton  
Newcastle Upon Tyne  
NE12 8LT  
Tel: 0191 643 2750  
Fax: 0191 643 7765  
Email: [oxfordcentre@northtyneside.gov.uk](mailto:oxfordcentre@northtyneside.gov.uk)



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