



North Tyneside Council

# Whitley Bay Customer First Centre



North Tyneside Council



York Road, Whitley Bay

## Room Hire Booking Pack 2014



North Tyneside Council

widening  
horizons



# Whitley Bay Customer First Centre Booking Form

York Road, Whitley Bay, Tyne & Wear, NE26 1AB  
Tel: 0191 643 5390 Fax: 0191 200 8536  
Email: whitleybay.library@northtyneside.gov.uk

North Tyneside Council

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

**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:

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

**Date of booking:**

**Time:**

**Do you require time prior to the booking to set up?** (This will be charged according to the hourly rate/proportion of 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:**

**Room size required:** Small  Medium  Large

**Please indicate any equipment required:**

Use of Overhead Projector  Flip Chart  Teas & Coffees

**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

**Preferred method of payment:**

On the day  Invoiced on monthly basis

**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:

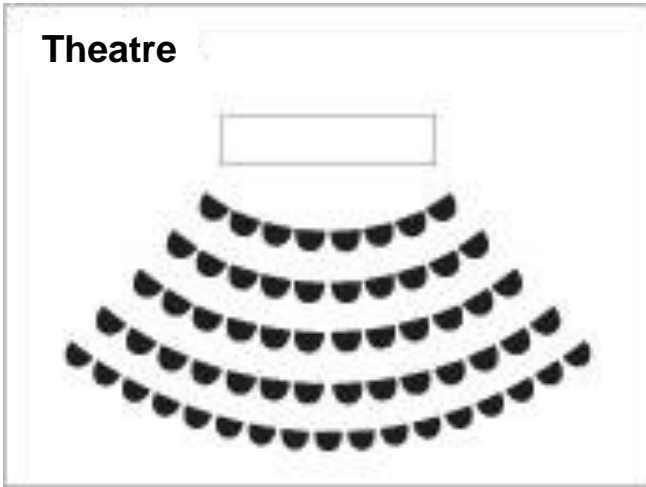
Date:



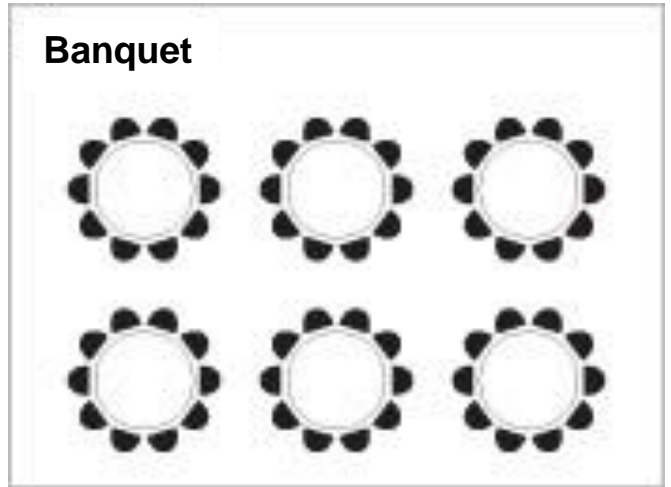
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# Seating and Room Layouts

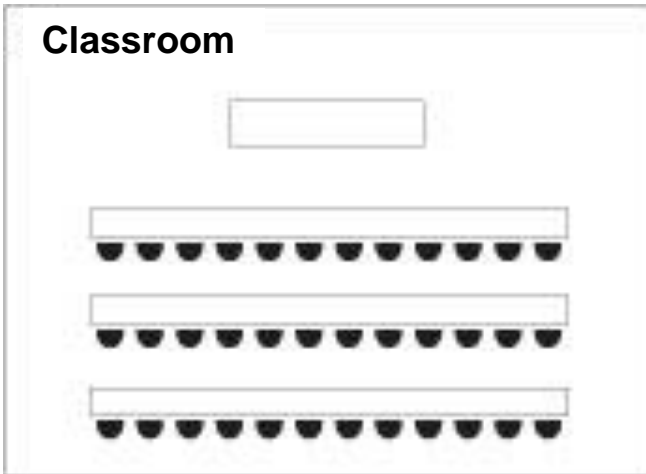
**Theatre**



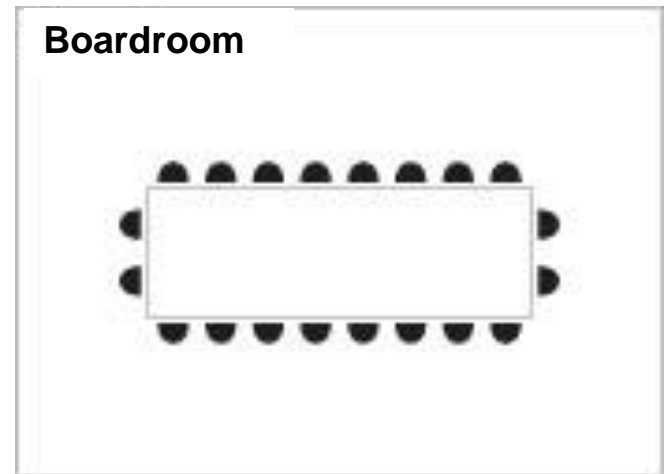
**Banquet**



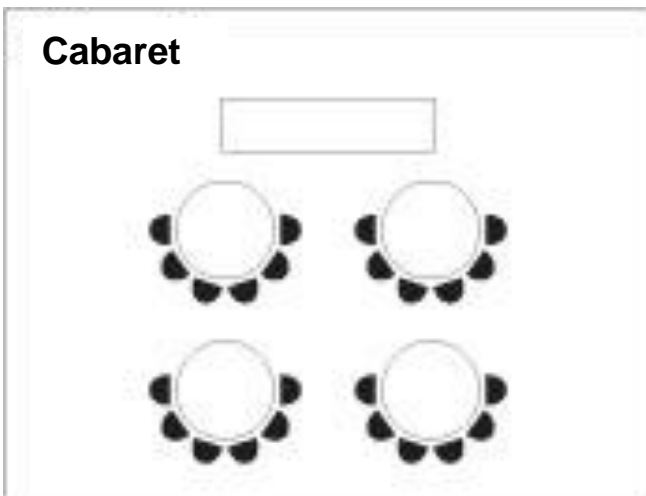
**Classroom**



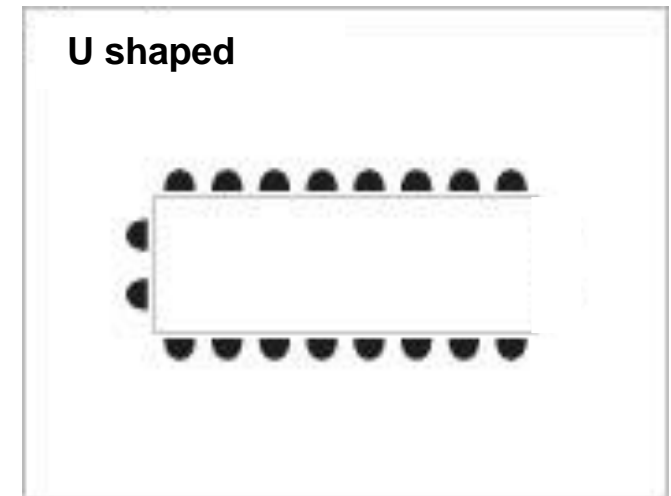
**Boardroom**



**Cabaret**



**U shaped**





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# Room Hire Charges

Full day 9.00am – 5.00pm

Half day 4 hour periods, for example:

9.00am – 1.00pm, 1.00pm – 5.00pm, 3.00pm – 7.00pm

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
Large Room (2 rooms combined)	126.00	63.00	20.00	84.00	42.00	13.00	42.00	21.00	7.00

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 Room Longsands St Marys King Edwards	72.50	36.25	11.00	48.00	24.00	8.00	24.00	12.00	5.00

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 Room Priory	19.00	10.00	4.00	13.00	7.00	3.00	7.00	4.00	2.00

Other services provided	Charges
Flip Chart & Pens	£5.40 per pack each
Overhead Projector	£5.40
Fax	£1.00 per sheet UK    £1.50 per sheet international
Incoming Fax	50p per sheet
Photocopying	<b>A4</b> 10p per sheet <b>A3</b> 20p per sheet
Tea & Coffee	<b>£1.00</b> per head



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# Room Hire

## Standard Terms and Conditions

1. The 'Centre' shall mean Whitley Bay Customer First 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 10 days the provisional booking will be withdrawn and the Centre reserves the right to re-let the facilities.
3. 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.
4. For evening bookings outside of the normal building opening hours there may be an additional charge to provide staffing for access to the building.
5. All bookings with prior agreed credit facilities will be invoiced.
6. 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.
7. 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.
8. 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.**
9. 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.
10. 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.
11. North Tyneside Council does not accept liability for loss or damage to personal effects belonging to the Client or their delegates, staff or visitors.
12. 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 used the understanding that if the projector is damaged or broken then the hirer will be responsible for the repair or replacement.**
13. 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.
14. 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.





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15. Delegates, staff and visitors of the Client are required to comply with all health, safety, fire and general instructions issued. **NB:** Whitley Bay Customer First Centre is a no smoking building in line with North Tyneside Council's No Smoking Policy.
16. 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.
17. Where Clients hire ICT equipment at the centre, they must accept North Tyneside Councils ICT policy, particularly where it states that memory sticks and/or other devices cannot be used with the Councils equipment.
18. 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.
19. We encourage all clients to use the catering facilities offered by Whitley Bay Customer First Centre – a booking form is enclosed for you to identify your catering requirements separately.
20. We ask that all clients ensure that an adult supervises any children/young people attending their bookings at all times.
21. Please complete and return Whitley Bay Customer First 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.



North Tyneside Council

# North Tyneside Council Community Centres also available for hire

White Swan Centre  
Citadel East  
Killingworth  
Newcastle upon Tyne  
NE12 6SS

Tel: 0191 643 2040

Fax: 0191 643 7462

Email: [whiteswancentre@northtyneside.gov.uk](mailto:whiteswancentre@northtyneside.gov.uk)

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)

Howdon Community Centre

Denbigh Avenue

Howdon

Tyne & Wear

NE28 0PP

Tel: 0191 643 7357

Fax: 0191 643 7956

Email: [howdon.communitycentre@northtyneside.gov.uk](mailto:howdon.communitycentre@northtyneside.gov.uk)

Shiremoor Centre,

Earsdon Road,

Shiremoor

NE27 0HJ

Tel: 0191 643 7930

Fax: 0191 643 7931

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



**North Tyneside Council**

Whitley Bay Customer First Centre

York Road,

Whitley Bay

NE26 1AB

Tel: 0191 – 6435390

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 6435270

Email: [northshields.library@northtyneside.gov.uk](mailto:northshields.library@northtyneside.gov.uk)

Howdon Library

Churchill Street

Howdon

NE28 7TG

Tel: 0191 6432070

Email: [howdon.library@northtyneside.gov.uk](mailto:howdon.library@northtyneside.gov.uk)