



North Tyneside Council

Oxford Centre



Room Hire Booking Pack 2022 / 2023



North Tyneside Council



Oxford Centre

West Farm Avenue, Longbenton, Newcastle, NE12 8LT

Tel: 0191 643 2750

Email: oxford.centre@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 **Purchase Order Number** _____

Name: _____

Address: _____

Postcode: _____

Contact Number: _____

Email Address: _____

Preferred method of contact: _____

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: _____

Please indicate any equipment required:

Flip Chart / Pens

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

Theatre Style Classroom Style U Shaped Empty

Cabaret Style Boardroom Style

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: _____

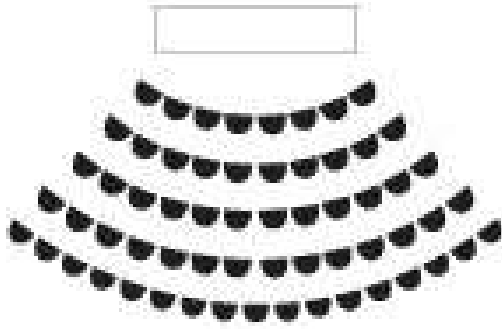
Please tick if you do not wish to receive a courtesy call from staff to confirm your attendance prior to your booking.



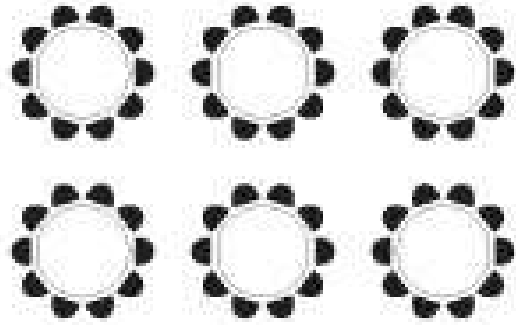
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Seating and Room Plans

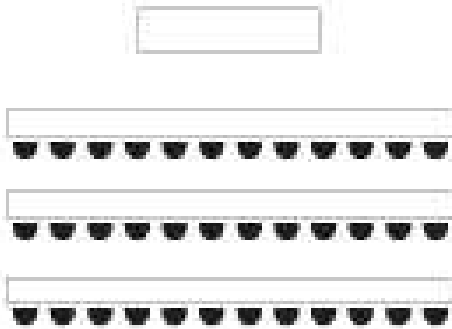
Theatre



Banquet



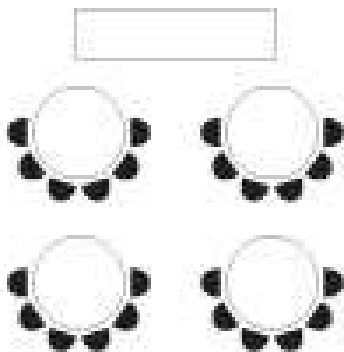
Classroom



Boardroom



Cabaret



U shaped





North Tyneside Council

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

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

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
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, Crèche

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

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 & 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

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



North Tyneside Council

Room Hire

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.
9. 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.



North Tyneside Council

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 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>
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 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.



North Tyneside Council

Covid-19 and Room Bookings

Our services are fully open, but we still aim to help keep staff and visitors safe. We will continue to provide 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 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.



North Tyneside Council

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.



North Tyneside Council

North Tyneside Council Libraries & 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: 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

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

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

Howdon Library

Churchill Street
Howdon
NE28 7TG
Tel : 0191 643 2070
Email: howdon.library@northtyneside.gov.uk

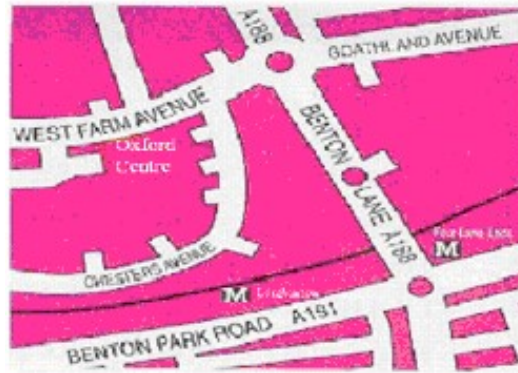


North Tyneside Council

LOCATION

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.