

Dudley, John Willie Sams Centre, Market Street, NE23 7HS Tel: 643 2030

Monday	9am – 9pm
Tuesday	9am – 9pm
Wednesday	9am - 9pm
Thursday	9am – 9pm
Friday	9am – 9pm
Saturday	9am - 5pm

Killingworth, White Swan Centre, Citadel East, NE12 6SS Tel: 643 2040

Monday	9am – 8:15pm
Tuesday	9am – 8:15pm
Wednesday	9am - 9pm
Thursday	9am – 7:15pm
Friday	9am – 7:15pm
Saturday	9am - 5pm

For more information about our libraries, please visit our website at:

www.northtyneside.gov.uk/libraries

Follow us:

www.facebook.com/NorthTynesideLibraries/

www.twitter.com/NorthTyneLibs

Updated July 2019

North Tyneside Libraries Party Booking Pack



Interested in hiring our hall for a birthday party or a special event?

While we may not be able to accommodate every request we will certainly try our best, to make your party the very best.



North Tyneside Council

Party Booking Form

Name

Address

Contact Telephone

Email address

Date and time of party

Payment required

Deposit / Date paid

I agree to the terms and conditions,
listed.

Signed

Date

Receipt Number / Date paid / Staff initials

Terms and Conditions



❖ All bookings are considered provisional until a completed and signed booking form is returned with a non-refundable deposit of £12.50.



❖ All parties must be paid in full a minimum of 7 days prior to the party.

❖ It is the responsibility of the party booker to supervise the party.



❖ For bookings outside of normal building hours there may be an additional charge to provide staffing and access to the building.

❖ The party booker will be liable for all / any damage caused during the booking.



❖ The party booker may incur additional cleaning charges .

❖ All parties must vacate 30 minutes prior to the building closing, unless alternative arrangements have been made.



❖ Please ask to see the full list of all Terms and Conditions

Information held about you in relation to room bookings 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.

Please ask to see the full statement regarding this.