



North Tyneside Council

Howdon Library



Churchill Street, Wallsend, NE28 7TG

Room Hire Booking Pack 2025



North Tyneside Council

Howdon Library Booking Form

Churchill Street, Wallsend Tyne & Wear, NE28 7TG

Tel: 0191 643 2070

Email: Howdon.library@northtyneside.gov.uk

EXPENDITURE CODE – This must be entered before confirmation of room hire
(Internal room bookings only) 01 _____ 00000 000

Name (of Person / Organisation to be invoiced):

Purchase Order Number:

Address:

Postcode:

Tel Number:

Email address:

Date booking required:

Time of booking:

Numbers Attending:

Room Booked:

Title of course/meeting:

Equipment Required	Please tick	Room Set Up * Please do not stick anything on the walls	Please tick
Multimedia Projector - no charge		Theatre Style	
Flip Chart & Pens £5.40		Classroom	
* See Section 10 of Terms and Conditions for Multimedia Projector See overleaf for Room Layout diagram		Banquet	
		Boardroom	

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 to confirm possession of a valid DBS certificate

Preferred method of payment:

On the day

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

Please also verify that you and all attendees have read and accept the advice provided in regard to Covid-19 and Room Bookings.

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

Signed:

Date:



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Room Hire Charges

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 Can only be booked within normal opening times

Tuesday & Thursday

9:00-12:45

2:00-5:15

Saturday

9:00-12:45

Room Hire Standard Terms and Conditions

1. The 'Centre' shall mean Howdon Library 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 If the Centre does not receive a completed booking form within 7 days the provisional booking will be withdrawn and the Centre reserves the right to re-let the facilities.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.
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.**



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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. Where Multimedia projectors are used the understanding that if the projector is damaged or broken then the hirer will be responsible for the repair or replacement.
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 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
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. It is the responsibility of the hirer hosting any event for entertainment or the consumption of alcohol to check with the facility if the appropriate licences are held and if they do not, the hirer must provide any appropriate licences i.e. a 'Temporary Event Notice', failure to meet any licensing requirements for the booking will lead to a cancellation of the hire of the facilities. If any special licence is required for entertainment or the consumption of alcohol the Hirer shall be responsible for the full costs.
16. Any individuals or organisations that hold extremist or discriminatory views of any nature will not be able to use North Tyneside Council's facilities.
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.



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18. 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.
19. 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>
20. 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 Caretaker.
21. You should not stick any items to the walls.
22. Where Clients hire ICT equipment at the centre, they must accept North Tyneside Councils ICT policy, particularly where it states that memory sticks and other devices cannot be used with the Council's equipment.
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. All clients must ensure that an adult supervises any children/young people attending the bookings at all times.
25. 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.
26. Please complete and return to Howdon Library, thereby acknowledging your acceptance of the Centre's terms and conditions of the contract and confirming that the information shown is correct.
27. **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, 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**"



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) 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.

**North Tyneside Council Community Centres
also available for hire**

White Swan Centre Community Hub and Library
Citadel East
Killingworth
Newcastle upon Tyne
NE12 6SS



North Tyneside Council

Tel: 0191 643 2040

Fax: 0191 643 7462

Email: whiteswancentre@northtyneside.gov.uk

John Willie Sams Centre Community Hub and Library

Market Street

Dudley

Cramlington

Northumberland

NE23 7HS

Tel: 0191 643 2030

Fax: 0191 643 7343

Email: johnwilliesamscentre@northtyneside.gov.uk

Oxford Centre Community Hub and Library

West Farm Avenue

Longbenton

Newcastle Upon Tyne

NE12 8LT

Tel: 0191 643 2750

Fax: 0191 643 7765

Email: oxfordcentre@northtyneside.gov.uk

Wallsend Community Hub and Library

16 The Forum

Wallsend

NE28 8JR

Tel: 0191 6432075

Email: wallsend.library@northtyneside.gov.uk

Whitley Bay Community Hub and Library

York Road,

Whitley Bay

NE26 1AB

Tel: 0191 – 6435390

Fax: 0191 - 200 8536

Email: whitleybay.library@northtyneside.gov.uk

North Shields Community Hub and Library



North Tyneside Council

Northumberland Square

North Shields

NE30 1QU

Tel: 0191 6435270

Email: northshields.library@northtyneside.gov.uk