

# John Willie Sams Centre

## Room hire booking pack

Opening times

Monday – Friday 8:30am – 9:00pm

Saturday 9:00am – 5:00pm

Market Street, Dudley,  
Cramlington, NE23 7HS

Telephone (0191) 643 2030

E-mail - [johnwilliesamscentre@northtyneside.gov.uk](mailto:johnwilliesamscentre@northtyneside.gov.uk)



North  
Tyneside  
Council

## John Willie Sams Centre

### Room booking sheet

Market Street, Dudley, Cramlington, NE23 7HS

Tel: (0191) 643 2030 Email: johnwilliesamscentre@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):

**Date of room 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 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

**Room size required:** Small  Medium  Large

**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:**

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

Internal room bookings only - this must be entered before confirmation of room hire  
Expenditure code 01 \_\_\_\_\_ 00000 000

**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:

## John Willie Sams Centre Equipment

**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)

**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

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

**FOR INTERNAL STAFF ONLY**

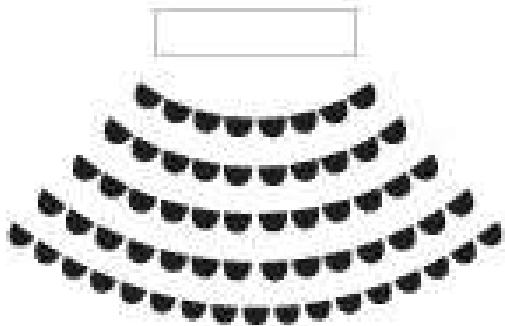
**Do you require access to the NTC network? Yes  No**

**Please indicate any other equipment required:**

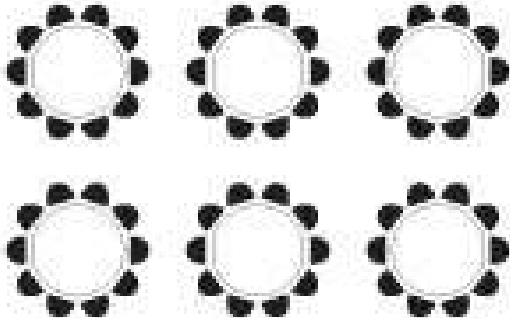
We are not currently providing refreshments; however, you are welcome to bring your own. We do have an onsite café available for takeaways Monday – Friday 10am – 2pm.

**John Willie Sams Centre  
Seating and Room Plans**

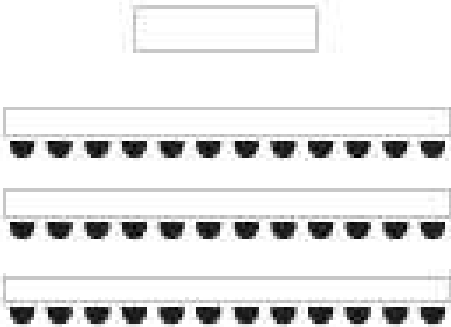
**Theatre**



**Banquet**



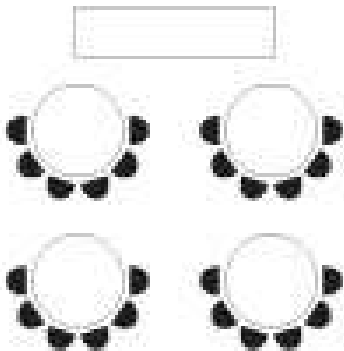
**Classroom**



**Boardroom**



**Cabaret**



**U shaped**



Please note not all set ups are available in all rooms.

## John Willie Sams Centre Room hire rates and 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
<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>Large</b>	126.00	63.00	20.00	84.00	42.00	13.00	42.00	21.00	7.00

**Rooms include:** High & Low Main, Lower Bensham, Top 5 Quarter

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:** Low Main, High Main

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>Small</b>	19.00	10.00	4.00	13.00	7.00	3.00	7.00	4.00	2.00

**Rooms include:** Ivy Drift, Arcot Drift

Other services provided	Charges
Out of hours bookings	Prices provided on request
Flip chart and pens	£5.40
Photocopying	<b>Black and white</b> - A4 10p per sheet    A3 20p per sheet <b>Colour</b> - A4 30p per sheet    A3 60p per sheet

## **Room Hire**

### **Standard Terms and Conditions**

1. The 'Centre' shall mean John Willie Sams 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.
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. 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.
8. 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.
9. North Tyneside Council does not accept liability for loss or damage to personal effects belonging to the Client or their delegates, staff or visitors
10. 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.
11. 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.

12. 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.
13. 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.
14. 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
15. Smoking and vaping is forbidden in all rooms in our buildings in line with North Tyneside Council's No Smoking policy
16. No alcohol is allowed on the premises without the prior consent of the Centre Manager.
17. For evening bookings outside of the normal opening hours there may be an additional charge to provide staffing access to the building (see price list)
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. Any individuals or organisations that hold extremist or discriminatory views of any nature will not be able to use North Tyneside Council's facilities.
20. If you are hiring the room for an activity that has a possible 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.
21. 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.
22. 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.
23. You should not stick any items to the walls.
24. Where clients hire ICT equipment they must accept North Tyneside Council's ICT policy, particularly where it states that memory sticks and other devices cannot be used with the Council's equipment.
25. Any additions or variations to these standard terms and conditions must be made in writing. No verbal agreements or arrangements will be binding.
26. We encourage all clients to use the catering facilities in our premises.

27. All clients must ensure that an adult supervises any children/young people attending the bookings at all times.
28. 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.

**Terms and condition for exhibiting work in John Willie Sams Centre.**

1. The exhibition space can be hired for a maximum period of up to 4 weeks.
2. The exhibitor is responsible for the hanging of their work. If help is needed from library staff to hang the exhibition advance notice is required.
3. The Centre will advertise/promote the exhibition on its social media pages Facebook and Twitter but will not be involved in any other promotion or selling of any of the work shown. The exhibitor is responsible for any details relating to the purchase of their work.
4. Please provide a short piece of information (no more than one side of A4) about the artist and works being exhibited, this information will be displayed for visitors to the exhibition.
5. Each exhibitor is responsible for the insurance of his/hers own display and its contents The Centre does not accept liability to the exhibitor, for any loss, cost, expense, or damage incurred to property on display, arising directly from any third party visiting the centre.
6. The Centre does not accept liability for loss or damage to personal effects belonging to the exhibitor.
7. No inappropriate, offensive or insensitive material to be displayed in the exhibition area. The Centre reserves the right to reject any work for display if it is considered offensive or controversial.
8. The Centre 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, and storm, civil disturbance or industrial action.
9. The exhibitor is required to comply with all health, safety, fire and general instructions issued
10. No nails, screws, adhesive materials or other fixtures may be driven into or attached to any part of the Centre, including floors. Nor may any part of the Centre be damaged or disfigured in any way. Should any such damage occur, the exhibitor responsible will be invoiced for any repair charges incurred.



11. If the exhibitor wishes to bring electrical equipment into the Centre, this must be by prior agreement and the equipment must have a current portable appliance test certificate. A charge may be made for electricity consumed by equipment utilising heavy loads.
12. **No alcohol** is allowed on the premises without the prior consent of the Centre Manager.

**The exhibitor shall be considered to have full knowledge of the term and conditions and is bound by them in all respects.**

## **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 Libraries and Community Centres available for hire**

White Swan Centre

Citadel East

Killingworth

Newcastle upon Tyne

NE12 6SS

Tel: 0191 643 2040

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

Oxford Centre

West Farm Avenue

Longbenton

Newcastle Upon Tyne

NE12 8LT

Tel: 0191 643 2750

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

Whitley Bay Customer First Centre

York Road

Whitley Bay

NE26 1AB

Tel: 0191 643 5390

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

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)

Wallsend Customer First Centre

16 Forum House

Wallsend

NE28 8JR

Tel: 0191 643 2075

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