



North Tyneside  
Council

# Wallsend Community Hub and Library



16 The Forum- Wallsend

## Room Hire Booking Pack 2025



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**Wallsend Community Hub and Library**

**Booking Form**

16 The Forum, Wallsend, Tyne & Wear, NE28 8JR

Tel: 0191 643 2075

**Please provide details below of the person to be invoiced.**

Please complete the form using block capitals only

**Purchase Order Number / GL Code: 01 \_\_\_\_\_ 00000 000**

Name of hirer:	
Company/Service:	
Contact Phone:	
Contact E-mail:	
Title Of Course:	

**Booking Information**

Date of booking:	
Name of group:	

**\*If you require multiple dates, please use table below**

Start and finish times:	Start:	Finish:
Occurrence:	Please circle choice: one-off/weekly/monthly	
	April 2025 – March 2026 only	
Expected attendance:		
Private or public attendees:		
Type of activity:		

Room Booked                      Ark Royal                      Illustrious                      Performance Space  
(Please circle):

**Contact Name and Number:** *(if different from invoicing details)*

**Additional Dates**

Date	Times (start/finish)	Date	Times (start/finish)



**Additional Dates** (continued)

Date	Times (start/finish)	Date	Times (start/finish)

<b>Equipment Required</b>	<b>Please tick</b>	<b>Room Set Up</b> <b>* Please do not stick anything on the walls</b>	<b>Please tick</b>
Multimedia Projector - No charge		Theatre Style	
Flip Chart & Pens            £5.40		Classroom	
* See Section 10 of Terms and Conditions for Multimedia Projector  <b>See page 6 for Room Layout diagram</b>		Banquet	
		Boardroom	
		Cabaret	
		U Shaped	



## Further Equipment

**Please indicate any further equipment required:**

**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 10 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:**

**Do you require Internet access?**

**Yes**       **No**

Wi-Fi is accessible in most locations – please check availability at time of booking.

**FOR INTERNAL STAFF ONLY**

**Do you require access to the North Tyneside Council network?**

**Yes**       **No**



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**Please indicate any further equipment required:**

Please note that individuals or organisations that hold extremist views or discriminative views of any nature will not be considered to use North Tyneside Councils facilities.

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  Invoiced on monthly basis

**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)**

Confirm you have read the terms and conditions: Please choose: YES/NO

Confirm you have read and understood the cancellation terms: Please choose: YES/NO

Signed:

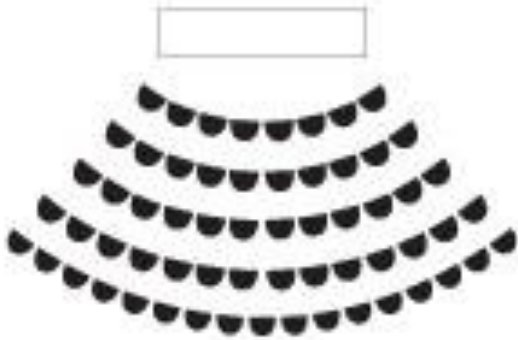
Date:



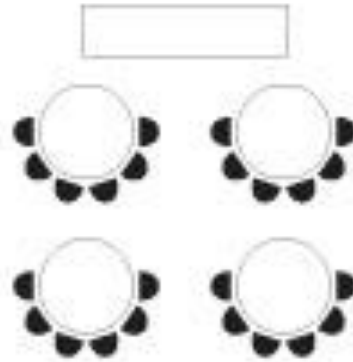
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## Seating and Room Layouts

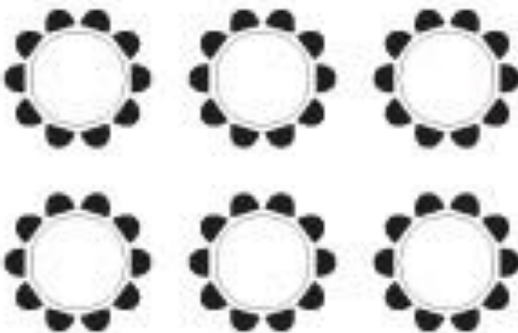
### Theatre



### Cabaret



### Banquet



### U shaped



### Boardroom



### Classroom





## Room Hire Charges

**Full day** 9.00am – 5.00pm

**Half day** 4-hour periods, for example:

9.00am – 1.00pm, 1.00pm – 5.00pm

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
Ark Royal Large	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
Illustrious Medium	72.50	36.25	11.00	48.00	24.00	8.00	24.00	12.00	5.00

Room	All Rates	
Foyer	Full Day	Half Day
	20.00	10.00



## Room Hire

### Standard Terms and Conditions

1. The 'Centre' shall mean Wallsend Community Hub and 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.**
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.
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. forward surgeries. Further guidance is available on the Council



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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 Council's 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. **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"**
27. Please complete and return to Wallsend Community Hub and Library, thereby acknowledging your acceptance of the Centre's terms and conditions of the contract and confirming that the information shown is correct.



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## 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:

- Make, amend and administer your booking
- Provide services requested by you
- Communicate 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.



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

White Swan Centre  
Community Hub and Library  
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  
Community Hub and Library  
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  
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](mailto:oxfordcentre@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)

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](mailto:whitleybay.library@northtyneside.gov.uk)

North Shields Community Hub and Library  
Northumberland Square  
North Shields  
NE30 1QU  
Tel: 0191 6435270  
Email:  
[northshields.library@northtyneside.gov.uk](mailto:northshields.library@northtyneside.gov.uk)

Shiremoor Library  
Earsdon Road,  
NE27 0HJ  
Tel: 0191 643 7930  
Fax: 0191 643 7931  
Email:  
[shiremoor.centre@northtyneside.gov.uk](mailto:shiremoor.centre@northtyneside.gov.uk)