

Whitley Bay Community Hub & Library

Room Booking Pack

Opening times

Monday – Friday 9:00am – 5:30pm

Saturday 9:00am – 1:00pm

York Road,

Whitley Bay,

Tyne & Wear

NE26 1AB

Telephone (0191) 643 5390

E-mail – Whitleybay.library@northtyneside.gov.uk



North
Tyneside
Council

Whitley Bay Community Hub & Library Room Booking Form

York Road, Whitley Bay, Tyne & Wear, NE26 1AB

Tel: (0191) 643 5390 Email: Whitleybay.library@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

If yes, our Safeguarding Policy requires you to hold a valid DBS certificate.

Please tick to confirm possession of a valid DBS certificate

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)

Please note we do not accept card payments and invoices can only be raised over £10.00.

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:

Whitley Bay Community Hub & Library Equipment

Please indicate any equipment required:

Flip Chart £5.40

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 laptop is a Windows 10 device.

Our laptop is equipped with a USB drive for memory sticks.

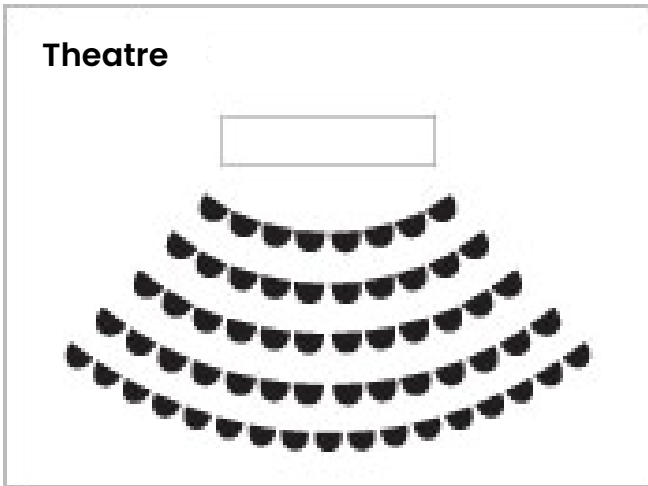
WiFi access is available throughout the building: -

- **Select the Open Network.**
- **Accept the terms and conditions.**
- **If you encounter a problem, please see a member of staff.**

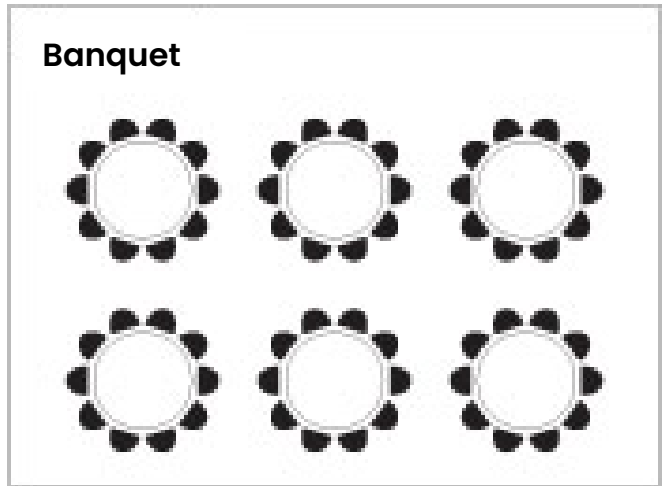
Whitley Bay Community Hub & Library

Seating and Room Plans

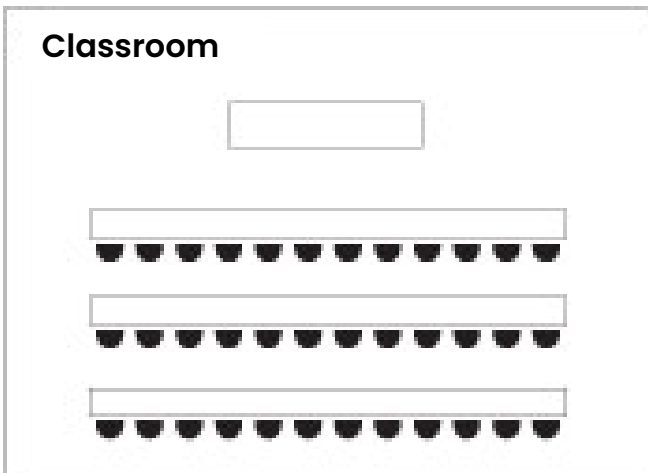
Theatre



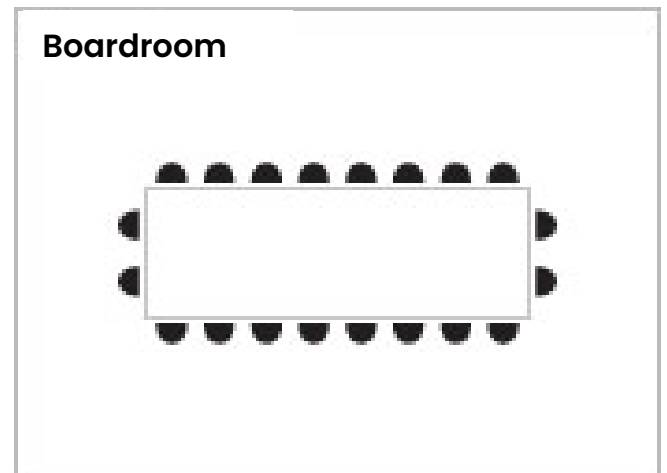
Banquet



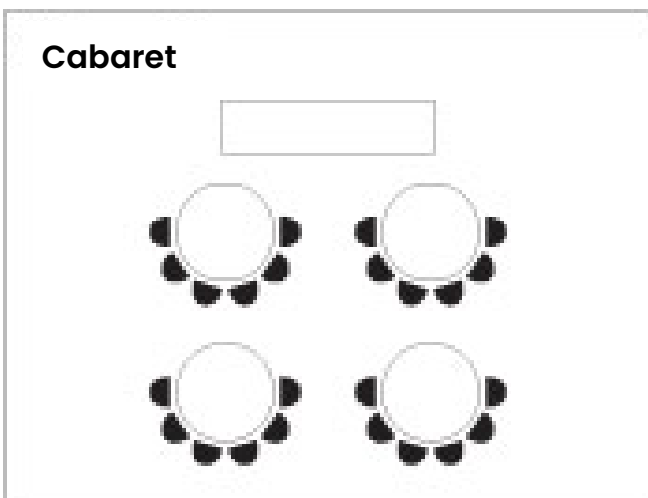
Classroom



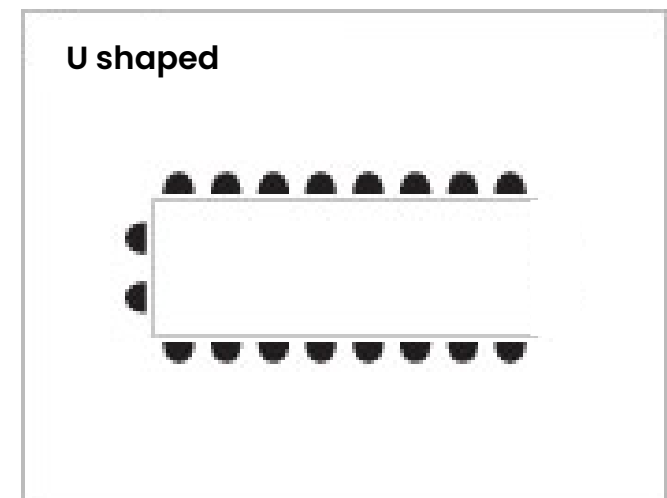
Boardroom



Cabaret



U shaped



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

Whitley Bay Community Hub & Library 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
Large Room (2 rooms combined)	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
Longsands St Marys King Edwards	72.50	36.25	11.00	48.00	24.00	8.00	24.00	12.00	5.00

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
Small Room Priory	19.00	10.00	4.00	13.00	7.00	3.00	7.00	4.00	2.00

- **Business Rate Criteria** – Bookings made by profit making organisations e.g. Slimming World, Weight Watchers etc.
- **Standard Rate Criteria** – Bookings made by “not for profit” organisations who do not meet the criteria of community rate e.g. NHS, National Blood Service, internal Council bookings except for service activity and/or the activity forms part of the core offer of the centre
- **Community Rate Criteria** – Bookings for Community groups, CIC’s (Community Interest Companies) and organisations who do not receive direct funding, such as Knit & Natter/Art Groups, Line Dancers, toddler groups. Registered charities e.g. Age UK, MacMillan.

Other services provided	Charges
Out of hours bookings	Hourly rate for room hire after 5:30pm is standard rate of £12.00 per hour and additional charges for security to cover event and locking the building.
Flip chart and pens	£5.40
Photocopying	Black and white - A4 10p per sheet A3 20p per sheet Colour - A4 30p per sheet A3 60p per sheet

Room Hire

Standard Terms and Conditions

1. The 'Centre' shall mean Whitley Bay Community Hub & 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 over £10.00 with prior agreed credit facilities will be invoiced.
4. All clients must inform the Centre of – 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 of causes beyond its control. These includes but is not limited to fire, flood, storm, civil disturbance and industrial action.
11. Clients should at the start and end of their room booking report to 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 your responsibility to inform us of any help you may need in the case of an emergency evacuation.
14. Smoking and vaping are forbidden in all rooms in our buildings in line with North Tyneside Council's smoke free policy.
15. No alcohol is allowed on the premises without the prior consent of the Centre Manager. 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 cancelation 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. 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)

17. 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.
18. Elected Ward Councillors can 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. All clients must ensure that an adult supervises any children/young people attending the bookings at all times.
27. 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.
28. **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.
29. 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**"

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
NE12 6SS
Tel: 0191 643 2040
Email: whiteswancentre@northtyneside.gov.uk

Oxford Centre
West Farm Avenue
Longbenton
NE12 8LT
Tel: 0191 643 2750
Email: oxfordcentre@northtyneside.gov.uk

North Shields Customer First Centre
Northumberland Square
North Shields
NE30 1QU
Tel: 0191 643 5270
Email: northshields.library@northtyneside.gov.uk

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

John Willie Sams Centre
Market Street
Dudley
NE23 7HS
Tel: 0191 643 2035
Email: johnwilliesamscentre@northtyneside.gov.uk

Wallsend Customer First Centre
16 Forum House
Wallsend
NE28 8JR
Tel: 0191 643 2075
Email: wallsend.library@northtyneside.gov.uk

Shiremoor Library
Earsdon Road
Shiremoor
NE289JQ
Tel: 0191 643 2036
Email: Shiremoor.library@northtyneside.gov.uk