Room Hire Booking Pack 2023



Riverside Family Hub,

Minton Lane, North Shields, NE29 6DQ.



**Date: 230401 Version:** 1.1

ENQUIRY/RESERVATIONS FORM

REF:

To be used for ALL enquiries booked or not.

All fields must be completed at time of Enquiry/Reservation!

To be allocated when confirmation form generated

Other notes/special requests:

Catering requirements:

## Number of delegates

Equipment required e.g. Flip, OHP,TV.

## Layout

## Room/s allocated

## Start/Finish times

## Dates required

Internal budget (GL) code:

# Account instructions

Enquiry Details: (Type of Event)

Invoice address if different from above:

Address:

Company name/organisation:

Fax Number:

# Evening

Telephone no:

# Daytime

Telephone no:

Position:

Name of organiser:

Mr/Mrs/Ms:

Date of enquiry:

Enquiry Taken by:

**Riverside Family Hub**
Minton Lane, North Shields, Tyne & Wear, NE29 6DQ
Phone : 0191 6438899

Courier Code : D204

Suggested Room Layouts





 State whether tiered seating or level seating is required





Room Hire Charges

**Full day 9.00am – 5.00pm**

**Half day 9.00am – 1.00pm, 1.00pm – 5.00pm**

|  |  |  |
| --- | --- | --- |
| **Medium Sized Room eg Wren, Dove etc.** | **Business Rate** | **Base Rate** |
| **Full Day** | **Half Day** | **Per Hour** | **Full Day** | **Half Day** | **Per Hour** |
| **72.50** | **36.25** | **11.00** | **48.00** | **24.00** | **8.00** |

|  |  |  |
| --- | --- | --- |
| **Large Sized Room eg Kingfisher, etc.** | **Business Rate** | **Base Rate** |
| **Full Day** | **Half Day** | **Per Hour** | **Full Day** | **Half Day** | **Per Hour** |
| **126.00** | **63.00** | **20.00** | **84.00** | **42.00** | **13.00** |

|  |  |
| --- | --- |
| **Other services provided**  | **Charges**  |
| Flip Chart & Pens  | £5.40 per pack each  |
| Photocopying  | **A4** 10p per sheet **A3** 20p per sheet  |
| Saturday Booking | **Opening/Closing Charges £31.50**  |

* **Business Rate Criteria –** Bookings made by profit making organisations e.g. Slimming World, Weight Watchers etc.
* **Base Rate Criteria** – Bookings made by “not for profit” organisations e.g. NHS, National Blood Service etc.

Riverside Family Hub Room Hire

**Standard Terms and Conditions**

1. 'The Centre' shall mean the Riverside Family Hub which is owned and operated by North Tyneside Council therefore any contract is made with North Tyneside Council.
2. All provisional bookings must be confirmed in writing within 7 days. Any reservations not confirmed within this time will be cancelled.
3. Bookings by North Tyneside Council can be billed by direct transfer to budget codes when official orders have been given. All other reservations with credit facilities will be invoiced. If credit facilities have not been agreed prior, payment must be made on the day of the event or earlier if possible.
4. All clients must inform the Centre of numbers of people attending along with final arrangements and details for the event, not less than 7 days prior to the event. Final arrangements include all the information requested on the booking form.
5. VAT will be charged where appropriate.
6. All charges will be calculated in line with the scale of fees and charges approved by the Riverside Family Hub.
7. If a booking is cancelled at any time upto 14 days prior to the event a minimum cancellation charge of £12.00 is payable.
8. If a booking is cancelled less than 14 days prior to the event the full cost of the room hire and any other expenses or cancellation charges are payable.
9. The Centre may charge in the event of a non-arrival as if the event had been cancelled with less than 14 days notice.
10. The Council cannot accept liability for any claims, damages, costs and demands in respect of death or personal injury arising from the use of the Centre by the client pursuant to this agreement except insofar as such death or personal injury arises from negligence on the part of the Council, its servants, agents or representatives.
11. The Centre does not accept liability for loss or damage to property brought onto the Centre premises by or on behalf of the client, however caused.
12. 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 is not limited to, fire, flood storm, civil disturbance or industrial action.
13. An event must end at the agreed time. Any over run may result in additional charges being payable by the client.
14. The client and all parties attending an event must comply with the requirements of all competent statutory authorities including Fire and Health and Safety. The client will indemnify the Centre against any loss or damage arising from any failure to comply.
15. Important information regarding safety within the Centre will be available from Reception. It is our intention to also display this information within each training room. On the day of an event the organiser should make delegates aware of this information.
16. If a client wishes to bring electrical equipment into the Centre, this must be by prior arrangement. A charge may be made for electricity consumed by equipment utilising heavy loads. The client must provide evidence that the equipment has passed appropriate electrical safety tests and must indemnify the Centre against any loss, damage, injury etc arising from this equipment having been brought onto the premises.
17. The Centre and its grounds have been designated as a no-smoking area. Delegates should therefore refrain from smoking whilst on or near to the premises.
18. Any additions or variations to these terms and conditions must be made in writing by the Centre. No verbal arrangements will be binding.
19. We encourage all clients to use the catering facilities offered in the Centre.
20. No alcohol is allowed on the premises without the prior consent of the Locality Manager.