

# Room Hire

NEWCASTLE ARTS CENTRE

67 WESTGATE ROAD  
NEWCASTLE  
NE1 1SG  
0191 261 5618  
NEWCASTLE-ARTS-CENTRE.CO.UK

## Room Hire Availability

9.30am – 5.30pm Monday – Friday

9.30am – 9.00pm Wednesday only

9.30am – 4.30pm - Saturday

Closed Sunday

Please ensure your hire includes any set-up times i.e. course begins at 10am with a 30min set up time, the hire would therefore begin at 9.30am.

Hires will not be allowed in the space no earlier than 10 minutes before the allocated time, this includes any attendees. There is a waiting space outside the office for anyone who arrives early.

## Booking Enquiries

Bookings enquiries can be made via our website at [newcastle-arts-centre.co.uk/venuehire](http://newcastle-arts-centre.co.uk/venuehire). You can also contact us over the phone on 0191 261 5618 or via email to [admin@newcastle-arts-centre.co.uk](mailto:admin@newcastle-arts-centre.co.uk) **Booking**

To book a room we will need the following information:

Invoicing Name, Address & Email

Name of hire

Date of hire

Room layout

Approximate attendance numbers

Contact telephone number

Contact email address

Bookings are confirmed once you have received your invoice.

## Catering

We have in house catering available Tuesday to Saturday. A copy of our catering package can be found on our website.

Please confirm all catering at least 7 calendar days before the hire date. No external food or drink will be allowed within the hire spaces.

## Payment

All payments should be made at least 7 calendar days prior to the hire date.

Payment Methods In person (cash, card, cheque), Card payments over the phone, Information for BACS transfers can be found at the bottom of your invoice.

## Cancellation

15 calendar days+ before hire date – full refund/no charge on hire

14 - 8 calendar days before hire date – will require to pay 50% of hire fees and another charges, i.e.

refreshments. 7 calendar days before hire date – no refund and to pay full amount on hire fees and charges.

# Room Hire

If you are booking on behalf of a charity or non-profit organisation (NFP) please let us know as you may be eligible for our not for profit tariff.

	Small Meeting Room	Conference Room
Capacity	Central Table 8	Theatre Style 50 Cabaret 25
Hourly Rate	£10.00	£27.50
Hourly Rate NFP		£22.00
Day Rate	£62.00	£166.00
Day Rate NFP		£140.00
	Second Floor Studio A	Second Floor Studio B
Capacity	Theatre Style 45 Central Table 16	Theatre Style 40 Central Table 18
	Cabaret 20-25	Cabaret 20-25
Hourly Rate	£23.00	£23.00
Hourly Rate NFP	£18.00	£18.00
Day Rate	£142.00	£142.00
Day Rate NFP	£120.00	£120.00
	2 hour minimum	2 hour minimum
	Black Swan Bar	The Black Swan Venue & Bar
Capacity	Cabaret small tables 45 Cabaret large tables 30	Theatre 140 Cabaret small tables 120 Board room large tables 80
Hourly Rate	£27.50	£39.00
Hourly Rate NFP	£23.00	£33.00
	Tuesday – Saturday: 10am – 6pm Private Buffet service available 2 hour minimum	Tuesday – Thursday: 9.30am – 6pm £75 Deposit required to confirm booking 4 hour minimum
The Black Swan is available for evening hires and parties. Please email enquiries to <a href="mailto:admin@newcastle-arts-centre">admin@newcastle-arts-centre</a>		

## Equipment Hire

The following are available to hire, but you are more than welcome to bring your own equipment.

**Projector** £35 for the session

**Flipchart pad and stand** £8.50 per session

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## Buffet Menu - Conference Catering 2018

### Menu A

Selection of Sandwiches  
Selection of Homemade Cakes  
**£4.95 per head**

### Menu B

Selection of Sandwiches  
Pasta Salad (V)  
**£5.25 per head**

### Menu C

Selection of Sandwiches  
Homemade Quiche (V)  
Salad Platter and  
Homemade Coleslaw  
Selection of Homemade Cakes  
**£5.95 per head**

### Menu D

Homemade Quiche (V)  
Pasta Salad (V)  
Salad Platter and  
Homemade Coleslaw  
Selection of Homemade  
Cakes Fresh Fruit Platter  
with Honey and Yogurt.  
**£6.95 per head**

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### Sandwich fillings

Ham salad  
Cheese and pickle (V)  
Cheese savoury (V)  
Egg mayo and tomato (V)  
Humous and roast vegetables (V)  
Goats' cheese and pesto salad (V)

### Please Note

All sandwiches will be made in a variety of white and brown bread.

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### Tea and Coffee Price List

Each serving caters for up to 10 people

#### Basic Refreshment Package

Fairtrade Columbian Coffee  
Fairtrade Tea

A Jug of iced water and  
lemon Complimentary  
biscuits **£20**

A jug of fresh juice can be added for  
an additional **£3**

#### Breakfast Conference Package

Fairtrade Columbian  
Coffee Fairtrade Tea

A Jug of iced water and  
lemon A Jug of fruit juice

A selection of croissants and Danishes  
A fresh fruit bowl and natural yoghurt  
**£36**

#### Afternoon Conference Package

Fairtrade Columbian Coffee  
Fairtrade Tea

A Jug of iced water and lemon  
A selection of homemade cakes  
and scones

**£36**

Requests for soya milk, gluten free cakes and decaf tea will be catered for with no additional cost, but must be given prior notice.