

# 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.

## 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 4	Theatre Style 10 Cabaret 10
Hourly Rate	£12.00	£29.50
Hourly Rate NFP		£23.50
Day Rate	£75.00	£175.00
Day Rate NFP		£148.00
	Second Floor Studio A	Second Floor Studio B
Capacity	Theatre Style 10 Central Table 10 Cabaret 10	Theatre Style 10 Central Table 10 Cabaret 10
Hourly Rate	£24.50	£24.50
Hourly Rate NFP	£19.50	£19.50
Day Rate	£155.00	£155.00
Day Rate NFP	£127.50	£127.50
	2 hour minimum	2 hour minimum
	Black Swan Bar	The Black Swan Venue & Bar
Capacity	Cabaret small tables 24 Cabaret large tables –Currently not available	Theatre - Currently not available Cabaret small tables 36 Board room large tables-Currently not available
Hourly Rate	£29.50	£39.00
Hourly Rate NFP	£24.50	£34.00
	Tuesday – Saturday: 10am – 6pm 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