

**YMCA**  
**NORTH TYNESIDE**

**YMCA**

# Room Hire



YMCA North Tyneside, Church Way, North Shields NE29 0AB  
T 0191 257 5434 E enquiries@ymcanorthtyneside.org

[www.ymcanorthtyneside.org](http://www.ymcanorthtyneside.org)



**YMCA**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION



## CONFERENCE ROOM

This prestigious suite is equipped with board room table and AV equipment. With windows on 2 sides it is light and airy – ideal for meetings, conferences and formal gatherings.

- Multiple layout options



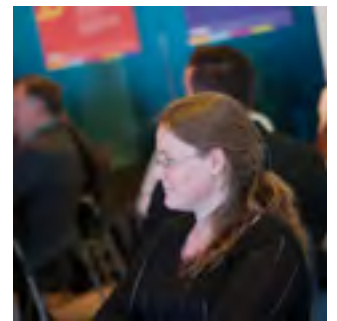
The Conference Room Breakout space is included in the cost of your booking: this provides an additional area ideally suited for refreshments or networking.

### ROOM HIRE PRICES

\*Deposit required when booking

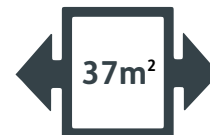
Day Rate*	Half Day Rate*	Per Hour / Additional Hours
(Up to 25 People) <b>£160</b>	<b>£85</b>	<b>£30</b>
(Up to 50 people) <b>£180</b>	<b>£95</b>	<b>£40</b>
(Up to 80 people) <b>£180</b>	<b>£110</b>	<b>£50</b>

\* The rates shown are inclusive of a 10% discount for payment on or before the day of hire. Payment after the date of hire will attract the full price. Details will be shown on the invoice. Applies to all rates including half day, hourly and set up fee. **Definitions:** Day Rate = Approx. 8 hours between 8am and 6pm (e.g. 8am to 4pm, 9am to 5pm or 10am to 6pm) Half Day Rate = Approx. 3.5 hours: morning (before 12noon), afternoon (between 12pm and 5pm) or evening (between 5pm and 9pm)



## CONFERENCE ROOM BREAK OUT

A social, relaxed space, ideal for small informal meetings, coffee mornings and networking.



This space can be hired out on its own or is included in the hire of the conference room.

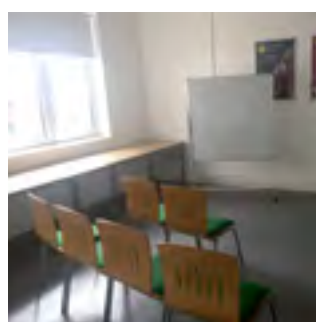
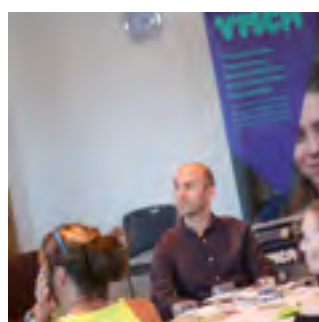
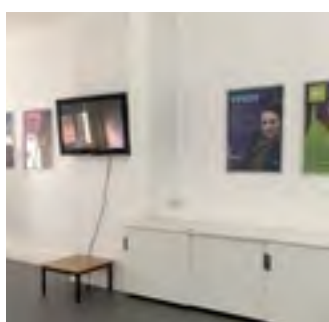
### ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours
£50	£30	£10

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## MEETING ROOM

A highly adaptable meeting space that can be converted to activity space with ease. Ideal for small group activities, training courses or meetings. Functional and great value.



Multi purpose: activity or meeting space

## ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours
£120	£70	£20

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## THE HUB: BASEMENT

As the name implies, the Basement is a subterranean space designed primarily for use with young people.

It is fitted out with games, large screen TV, kitchenette, settees and an iMac. It is a great space to run recreational or educational youth sessions / birthday parties.



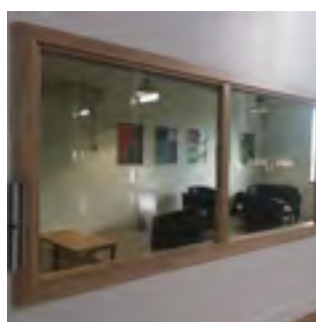
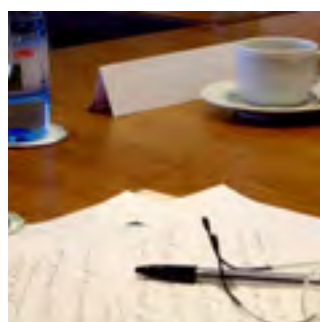
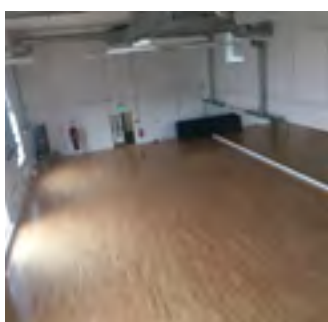
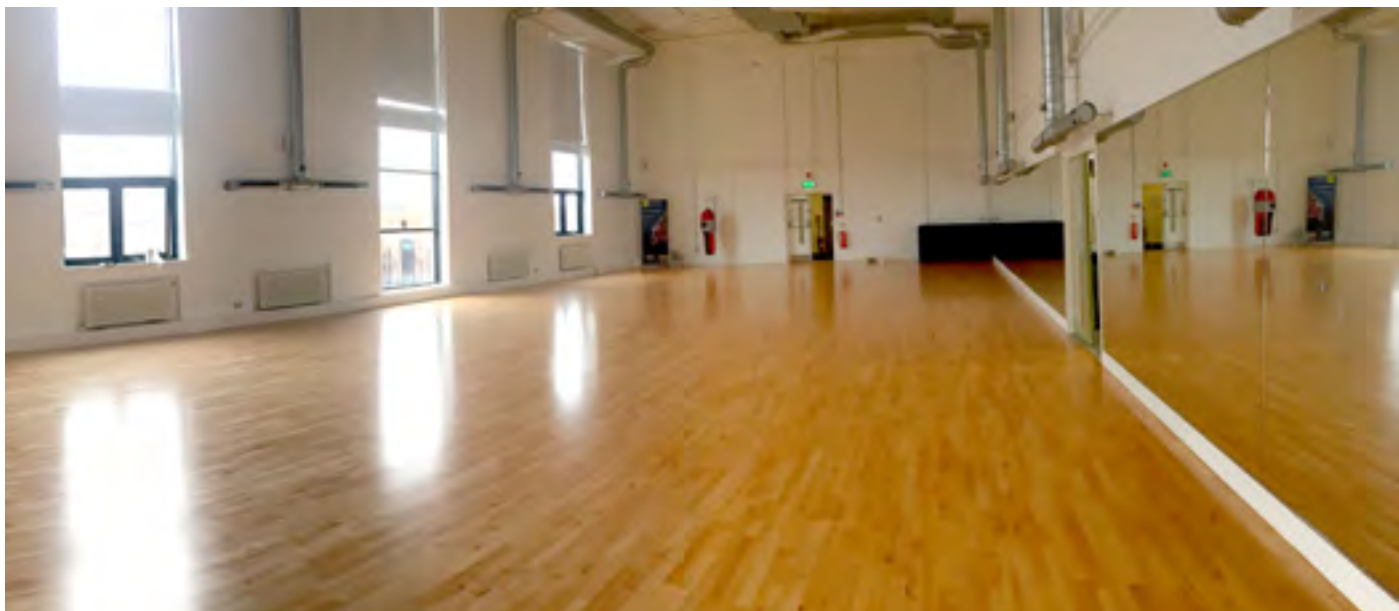
- Multi purpose: activity or meeting space
- Ideal for 15 to 30 people for activities
- Can accommodate up to 55 for meetings

## ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours*
£115	£70	£20

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## MAIN HALL

**Need an impressive, multifunctional location to host a conference, music performance, exhibition or celebration?**



Our 225m<sup>2</sup> Main Hall is available on request. With sophisticated CO2 level-controlled fresh air systems, high quality sound system and great

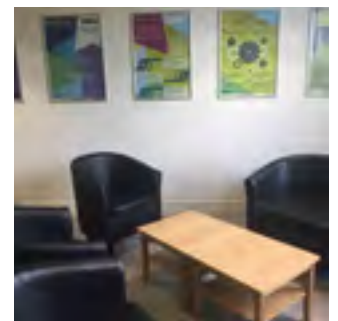
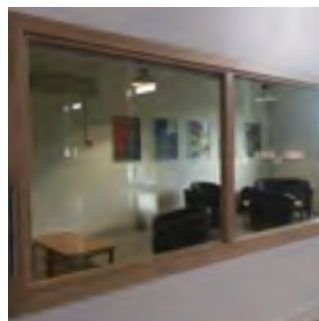
connectivity through FREE wifi, this is an amazing space to hold an event.

## ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours
PRICE	UPON	REQUEST

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## 1ST FLOOR BREAK OUT

A social, relaxed space, ideal for small informal meetings, coffee mornings and networking.



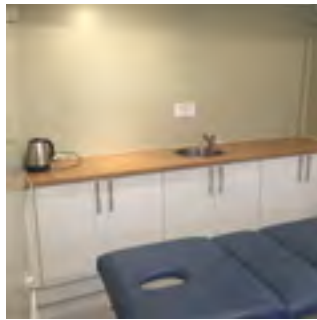
## ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours
£50	£30	£10

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## TREATMENT ROOM

A compact, well presented space right in the heart of YMCA Gym. The room is fitted out with non-slip flooring, sink and work counter.

Available for hire by the half day, the space is ideal for anyone wanting to build a treatment business in the heart of a busy community gym environment.



- Ideal for one-to-one treatments
- Sink and work counter
- Dimmable lights and non-slip flooring
- In the centre of a busy gym
- Heated room

## ROOM HIRE PRICES

\*Deposit required when booking

Day Rate*	Half Day Rate*	Per Hour / Additional Hours
£40	£25	£10

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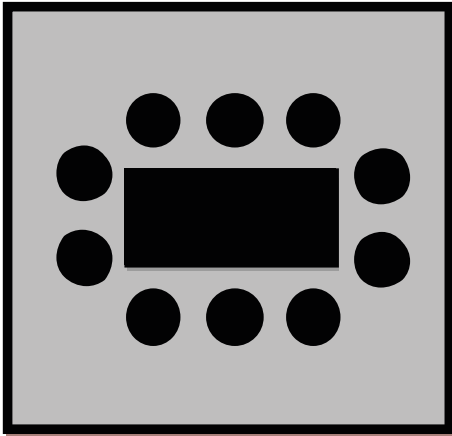


# Room Hire - Terms and Conditions

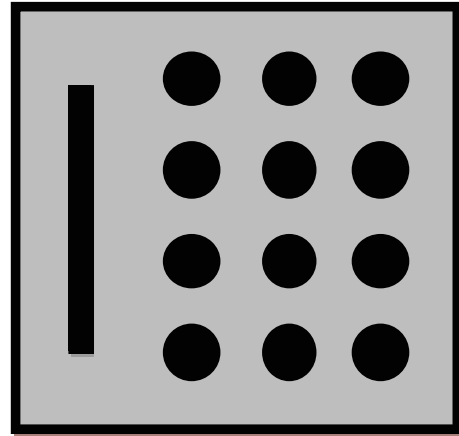
(Last updated 5 August 2016)

1. This room hire contract is made with YMCA North Tyneside located at Church Way, North Shields, Tyne and Wear, NE29 OAB, referred to as "YMCA".
2. All room hire bookings must be made in advance with a completed Room Hire Booking Form. The room will not be secured until the above has been received.
3. All bookings of £30 and over will be invoiced. The rate quoted to you at the time of booking, is the standard discounted rate for those that wish to pay on or before the date of booking. If you pay after the date of booking, the higher rate of charging will apply. This will be detailed on the invoice.
4. Cancellations must be made in writing, (email accepted). If a cancellation is made, a cancellation charge will be made, calculated as a percentage of the total booking price:
  - More than 7 days prior to the booked date - no charge
  - Between 7 days to 48 hours prior to the booked date - 25% charge
  - Within 48 hours of the booked date - 50% charge
  - On the day of the event or non-arrival - 100% charge
5. All clients must inform YMCA not less than seven days prior to a booking, the anticipated number of people attending, along with final arrangements and details for the booking. Final arrangements will include start and finish times, equipment required as well as details of any refreshments required and room setup.
6. 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 sheet will result in additional charges.
7. YMCA cannot accept liability for any claims, damages, costs and demands
8. in respect of death and personal injury arising from the use of YMCA by the client, pursuant to this agreement insofar as such death or personal injury arises from negligence on the part of YMCA, it's servants, agents, or representatives.
9. YMCA does not accept liability for loss or damage to property brought onto YMCA premises by or on behalf of the client however caused.
10. YMCA does not accept responsibilities for any parking tickets, clamping or damage to client's vehicles. Vehicles are left entirely at their owner's risk.
11. The client is responsible to YMCA for any damage, breakage or removal of any property caused by the client or their guests, agents, employees etc. Where equipment
12. such as multimedia players are hired the loan is on the understanding that if the equipment is returned damaged or broken then the hirer will be responsible for the repair or replacement.
13. YMCA 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 not be limited to, fire, flood, storm, civil disturbance or industrial action.
14. The client and all parties attending an event/booking must comply with the requirements of all statutory authorities including Fire and Health and Safety Regulations.
15. YMCA takes seriously the welfare of all children, young people and vulnerable adults accessing activities in YMCA. We would ask that anyone booking our facilities to carry out work with children, young people and vulnerable adults, to be aware of and follow guidelines laid out in YMCA's Safeguarding Policies and Procedures. A copy of our Safeguarding Guidelines and Procedures, is available on request.
16. It is a condition of hire that anyone working with children, young people or vulnerable adults in a formal capacity has an up to date Enhanced DBS clearance.
17. All clients must ensure that adult supervision is available for any children or young people attending their bookings at all times.
18. In the event that the client has provided food and/or beverages, this must be cleared away and disposed of prior to the group's departure. Failure to do so may result in additional charges.
19. Please complete and return YMCA Room Hire Booking Form thereby acknowledging your acceptance of YMCA's terms and conditions of Room Hire and confirming the information shown is correct.

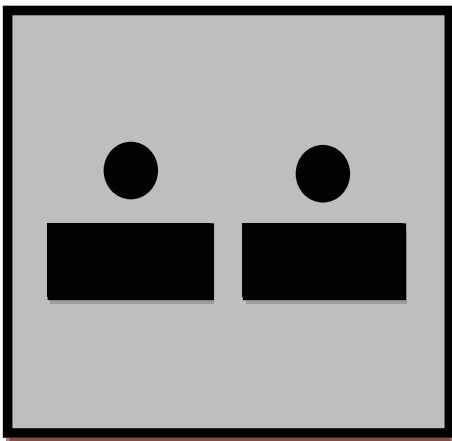
## SUGGESTED ROOM LAYOUTS



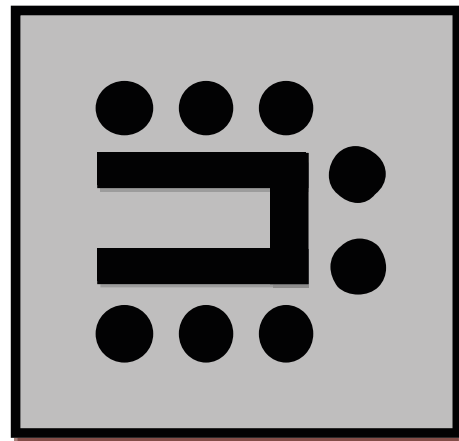
**Boardroom Style**



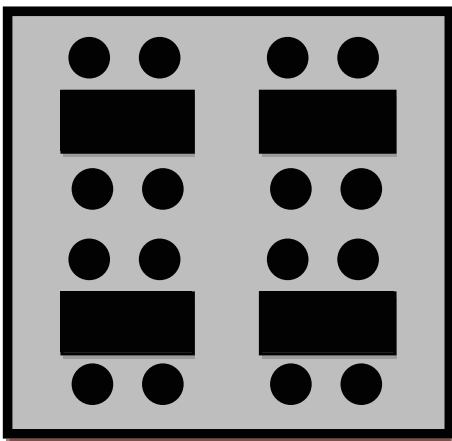
**Theatre Style**



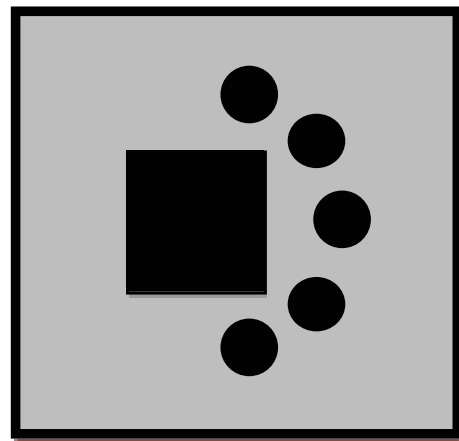
**Classroom Style**



**U Shaped Style**



**Cafe Style**



**Cabaret Style**

## ROOM HIRE BOOKING FORM

Confirmed Booking Date: \_\_\_\_\_

Name (of Person / Organisation) \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Booking Required: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number Attending: \_\_\_\_\_ Room Booked: \_\_\_\_\_

Number of Chairs Required: \_\_\_\_\_ Number of Tables Required: \_\_\_\_\_

### Equipment Required

- Multimedia Projector £5.00
- TV / DVD £5.00
- Wi-fi Free
- Flipchart Free
- Screen Free

### Room Set Up

- Cafe Style
- Theatre Style
- Classroom Style
- U Shaped Style
- Tea/Coffee** (£1.00 per head) Quantity: \_\_\_\_\_
- Boardroom
- Cabaret Style
- Empty

Additional Services Required: \_\_\_\_\_

Price Quoted: £ \_\_\_\_\_

Deposit Paid: £ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Deposit paid by (please tick)  cash  cheque  debit/credit card  paypal

Balance Paid: £ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Balance paid by (please tick)  cash  cheque  debit/credit card  paypal

I acknowledge receipt and accept the terms and conditions of room hire and confirm the above information is correct. I/we have the necessary insurance and qualifications and will adhere to fire evacuation procedures that are displayed around the building.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Internal Bookings Only: Signature of Service Manager: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* If refreshments are required, the Service Manager must complete a Petty Cash Form and give to Customer Advisor in advance of room booking date.