



Newcastle City Library Room

Monday and Wednesday	10am	to	5pm
Tuesday and Thursday	10am	to	7pm
Friday	10am	to	5pm
Saturday	10am	to	4pm

Room hire per 3 hour session

The Bewick Hall (can be divided into 3 rooms)

	ex. VAT	Inc VAT
Rooms 1, 2 or 3 separately	£100.00	£120.00
Rooms 1 and 2, or 2 and 3 combined	£200.00	£240.00
Rooms 1, 2 and 3 combined	£300.00	£360.00

Meeting rooms

Room 6	£100.00	£120.00
Room 7	£100.00	£120.00
Room 8	£100.00	£120.00

ICT training room 5

£100.00	£120.00
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(12 PCs with internet access)

- Charges include the use of any standard and optional equipment listed on page 2.
- A discount is available at our discretion to registered charities and community groups.
- Charges do not include catering. This can be ordered through our room booking team.
- Rooms may be available outside our normal opening hours for an additional charge.

Online booking form: www.newcastle.gov.uk/libraries
Email: room.bookings@newcastle.gov.uk Phone: **0191 277 4100**

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Newcastle Libraries

The number of people that each room can accommodate, the floor area and the equipment available

	Bewick Hall	Rooms 1&2 or 2&3	Room 1	Room 2	Room 3	Room 5	Room 6	Room 7	Room 8
Theatre style	185	110	36	36	36	-	-	36	-
Board room	48	32	20	20	20	-	12	20	12
U-shaped	42	26	16	16	16	-	-	16	-
Class room	54	32	16	16	16	12	-	16	-
Cabaret style	72	48	24	24	24	-	-	24	-

Floor area	148 m ²	98 m ²	56 m ²	42 m ²	50 m ²	44 m ²	32 m ²	47 m ²	36 m ²
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Digital projector or display screen	✓	✓	✓	✓	✓	✓	✓	✓	✓
PC with internet access	✓	✓	✓	o	o	✓	o	✓	o
PA system	✓	x	x	x	x	x	x	x	x
Modular stage & lighting	o	o	o	x	x	x	x	x	x
Flip charts & pens	o	o	o	o	o	o	o	o	o

Key to equipment: ✓ = standard o = optional x = not available
 Equipment hire and technical support is **free** and all our rooms have **free** Wi-Fi.

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