

Newcastle City Library, Room Hire and Exhibition Spaces from 1st April 2020

Opening times

Monday and Wednesday and Friday

10am to 5pm

Tuesday and Thursday

10am to 7pm

Saturday

10am to 4pm

Room Hire per 3 hour session	Excluding VAT	Including VAT
Bewick Hall, rooms 1, 2, or 3 separately	£105.00	£126.00
Bewick Hall, rooms 1 & 2, or 2 & 3 combined	£210.00	£252.00
Bewick Hall, rooms 1, 2 & 3 combined	£315.00	£378.00
Room 5 – ICT training room	£105.00	£126.00
Room 6	£105.00	£126.00
Room 7	£105.00	£126.00
Room 8	£105.00	£126.00

Room Capacities for different layouts	theatre	boardroom	classroom	cabaret	floor area (m ²)
Rooms 1, 2, or 3 separately	36	20	16	24	50
Rooms 1 & 2, or 2 & 3 combined	110	36	32	48	100
Rooms 1, 2 & 3 combined	185	48	42	72	150
Room 5 – ICT training room	-	-	12	-	44
Room 6	20	12	12	12	32
Room 7	36	20	16	24	47
Room 8	-	12	-	-	36

Exhibition Space per week 12pm Thursday to 10am Thursday	Excluding VAT	Including VAT
Level 2 display area Six removable, double sided, metal display boards suitable for hanging framed and unframed artwork. Dimensions: 1m wide x 2m high, mounted 1m above the floor.	£35.00	£42.00

- Charges include the use of any standard and optional equipment available.
- A discount is available at our discretion to registered charities and community groups.
- Charges do not include catering. This can be arranged with 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**