

Newcastle City Library Room Hire

Room hire sessions	Morning	Afternoon	Evening
Monday to Thursday	9am to 12 noon	1pm to 4pm	5pm to 8pm
Friday and Saturday	9am to 12 noon	1pm to 4pm	closed
Sunday	closed	11am to 4pm	closed

Room hire per 3 hour session

The Bewick Hall

ex. VAT

Inc VAT

This can be divided into three separate rooms.

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 4	£100.00	£120.00
Room 7	£100.00	£120.00
Room 8	£100.00	£120.00

ICT training room (Room 6) **£100.00** £120.00

This is equipped with 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.

Online booking form: www.newcastle.gov.uk/libraries

Email: room.bookings@newcastle.gov.uk Phone: 0191 277 4100

Turn a new page



Newcastle Libraries

Newcastle City Library

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 4	Room 6	Room 7	Room 8
Theatre style	185	110	36	36	36	36	-	36	-
Board room	48	32	20	20	20	20	-	20	12
U-shaped	42	26	16	16	16	16	-	16	-
Class room	54	32	16	16	16	16 or 24 children	12	16	-
Cabaret style	72	48	24	24	24	24	-	24	-

Floor area	148 m ²	98 m ²	56 m ²	42 m ²	50 m ²	40 m ²	32 m ²	41 m ²	24 m ²
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Digital projector	✓	✓	✓	x	x	✓	✓	✓	x
Digital screen	✓	✓	o	✓	✓	o	o	o	o
Laptop	o	o	o	o	o	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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