



Pottery Bank Community Centre Ltd

Yelverton Crescent, Walker

Newcastle upon Tyne, NE6 3SW

Tel: 0191 224 2349

Email: info@potterybankcc.co.uk

Registered Charity No: 1150674

Registered in England, Company No: 8172955

<https://new.potterybankcc.co.uk/>

PBCC ROOM HIRE BOOKING FORM – BUSINESS

NAME OF ORGANISATION/GROUP:	
CONTACT NAME:	
ADDRESS:	
POST CODE:	TELEPHONE:
MOBILE:	EMAIL:
PURPOSE OF BOOKING:	
ROOM REQUIRED:	NUMBER OF PEOPLE:
ROOM LAYOUT:	
DATE(S) REQUIRED:	NUMBER OF SESSIONS:
START TIME:	FINISH TIME:
PLEASE BE AWARE THAT THE TIME YOU HAVE ALLOCATED FOR YOUR BOOKING IS THE TIME YOU NEED TO VACATE THE ROOM. PLEASE ENSURE THAT YOU HAVE ALLOWED SUFFICIENT TIME FOR YOUR MEETING!	
EQUIPMENT: PLEASE BRING YOUR OWN LAPTOP/TABLET (FLIP CHART, PROJECT SCREEN ARE AVAILABLE, IF REQUIRED)	
REFRESHMENTS REQUIRED: YES / NO* *PLEASE DELETE AS APPROPRIATE	
TEA & COFFEE: NO OF SERVING:	TIMES:
BOTTLED WATER: No's:	CARTONS OF JUICE: No's:
LUNCH REQUIRED: YES / NO*	TIME:
(PLEASE ADVISE OF ANY SPECIFIC DIETARY REQUIREMENTS AT TIME OF BOOKING)	
ANY OTHER REQUIREMENTS:	
NAME & ADDRESS FOR INVOICE (IF DIFFERENT FROM ABOVE):	
EMAIL: (IF DIFFERENT FROM ABOVE):	
PURCHASE ORDER NUMBER: (IF APPLICABLE)	
PLEASE SEE OVER FOR OUR TERMS & CONDITIONS OF HIRE:	

TERMS & CONDITIONS OF HIRE:

1. All New Service Users are required to pay a 50% deposit on confirmation of their first booking. Then the balance invoice will be sent by email or to the postal address on this form, after the booking date and payment should be made within 14 days of date of invoice.
2. £30 additional charge for evening bookings (depending on availability) for cleaning etc
3. Cancellation - A Cancellation fee of 50% of the total hire charge is due if booking is cancelled 7 days prior to the hire date. However if cancelled within 24 hours of date then total hire charge will be invoiced. Additional charge for Evening/Weekend hire (please ask for more information)
4. Any damages to premises and/or equipment during the hire period will be charged
5. Please do not stick anything to the paint work, if your wish to hang papers, please use sellotape and hang to the window/glassed areas or patrician doors. Any damages to equipment, building/walls or paintwork during the hire period will be charged for.
6. All hirers must abide by Pottery Bank Community Centre's Safeguarding Policies.
7. Pottery Bank Community Centre operates a 'No Smoking or Vaping' Policy.
8. Conditions of Hire and Health & Safety Guidelines are attached, please read.
9. By you ✓ this box you are **consenting** to us **storing your information** for the purposes of **hiring a room and monitoring**. We keep your personal data for no longer than reasonably necessary and only for a period of time that you are a service user of Pottery Bank Community Centre or in order to provide you with information about our services or until you OPT out. ☐
10. To help comply with **GDPR** consent requirements, we need to confirm that you would like to receive information from us. We promise that we will only send you information about Pottery Bank Community Centre's services and events. By you ✓ this box you consent to **Pottery Bank Community Centre** sending you relevant information in any format. ☐
11. You may OPT out of us storing and sending you information at any time by contacting: info@potterybankcc.co.uk or Pottery Bank Community Centre, Yelverton Crescent, Walker NE6 3SW – 2242349 – **PBCC PRIVACY STATEMENT IS AVAILABLE**

KEY HOLDER: YES / NO*		*PLEASE DELETE AS APPROPRIATE
SIGNATURE:	DATE BOOKING MADE:	
OFFICE USE ONLY:		
AUTHORISED BY:	NAME:	
INVOICE AMOUNT:	DATE INVOICED:	
DEPOSIT TAKEN:	DEPOSIT RETURNED:	
NAME OF PERSON OPEN BUILDING:	NAME OF PERSON TO CLOSE BUILDING:	

FOR SAFE USE OF POTTERY BANK COMMUNITY CENTRE

CONDITIONS OF HIRE & HEALTH & SAFETY GUIDELINES 2026



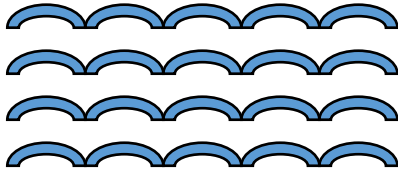
PLEASE FOLLOW THESE GUIDELINES:

- ALL VISITORS MUST SIGN IN AND OUT OF THE BUILDING AT THE MAIN ENTRANCE.
- MAIN CONTACT PERSON TO SPEAK TO RECEPTIONIST ON ARRIVAL AND WILL BE SHOWN, TO THEIR ROOM AND ADVISED OF THE ENTRY AND EXIT POINTS.
- PLEASE TAKE A NOTE OF YOUR NEAREST FIRE EXIT AND IN THE EVENT OF AN EMERGENCY FOLLOW THE GUIDELINES DISPLAYED ON 'IN THE EVENT OF A FIRE' POSTER.
- FIRE ALARM BELL TEST WILL BE CARRIED OUT WEEKLY (SEE 'IN THE EVENT OF A FIRE' POSTER).
- PLEASE ENSURE ALL FIRE ESCAPE ROUTES ARE CLEAR AND ALL FIRE EXIT DOORS CAN BE OPENED FROM THE INSIDE.
- IT IS YOUR RESPONSIBILITY TO OVERSEE THE SAFE EVACUATION OF YOUR DESIGNATED ROOM FROM THE BUILDING, IN CASE OF AN EMERGENCY, AND CONTACTING OF THE EMERGENCY SERVICES, (IF NECESSARY)
- ALL ACCIDENTS NO MATTER HOW MINOR MUST BE REPORTED TO A MEMBER OF STAFF, AND AN ACCIDENT FORM COMPLETED. KEY HOLDERS WILL BE RESPONSIBLE FOR CALLING AN AMBULANCE IN CASE OF A MEDICAL EMERGENCY. ONLY TRAINED FIRST AIDERS OR APPOINTED PERSONS SHOULD GIVE OUT FIRST AID.
- ANY DAMAGES TO PREMISES AND/OR EQUIPMENT DURING THE BOOKING PERIOD WILL BE CHARGED FOR.
- ALL DAMAGES AND FAULTS TO THE PREMISES OR EQUIPMENT MUST BE REPORTED TO STAFF. PLEASE LEAVE A NOTE AT RECEPTION OR EMAIL YOUR BOOKING CONTACT?
- ENSURE THE BUILDING IS SECURE ON LEAVING THE CENTRE, WHERE NECESSARY.
- WIFI GUEST PASSWORD IS AVAILABLE ON REQUEST FOR USE WITH OWN DEVICE.
- WE OPERATE A '**NO SMOKING OR VAPING**' POLICY IN THE CENTRE
- ONLY USE THE **DESIGNATED SMOKING AREA** OUTSIDE TO THE LEFT OF THE MAIN ENTRANCE AND USE THE ASH TRAY/BINS PROVIDED.
- PLEASE REFRAIN FROM SWEARING AS WE OPERATE A ZERO TOLERANCE POLICY.
- HAND SANITISER'S ARE AVAILABLE THROUGHOUT THE BUILDING.
- MAIN CONTACT PERSON WILL BE GIVEN A MONITORING FORM
- ROOMS CAN BE VENTILATED WITH OPEN DOORS/WINDOWS, IF REQUESTED.
- REFRESHMENTS WILL BE SERVED IN THE ROOM, IF REQUESTED.
- TOILETS ARE SITUATED PAST RECEPTION DESK.
- BIKE STANDS TO THE LEFT OF MAIN ENTRANCE – BIKES LEFT AT OWNERS RISK.
- AGE, RACE, GENDER, DISABILITY, RELIGIOUS BELIEF, GENDER IDENTITY, SEXUAL ORIENTATION EVERYBODY DESERVES EQUAL RESPECT, BOTH IN LIFE AND AT WORK.

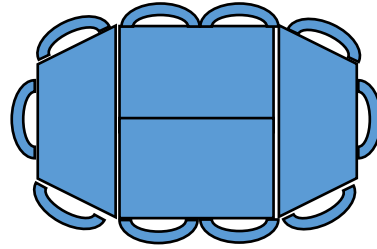
**WE APPRECIATE YOUR CO-OPERATION IN KEEPING THE CENTRE
A SAFE AND HAPPY WORKING ENVIRONMENT FOR EVERYONE!**

MEETING ROOM – LAYOUT OPTIONS

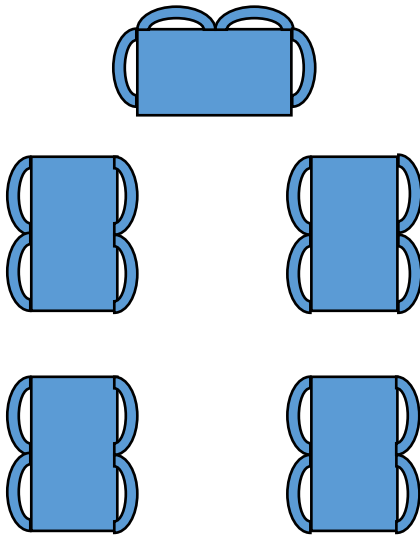
1.



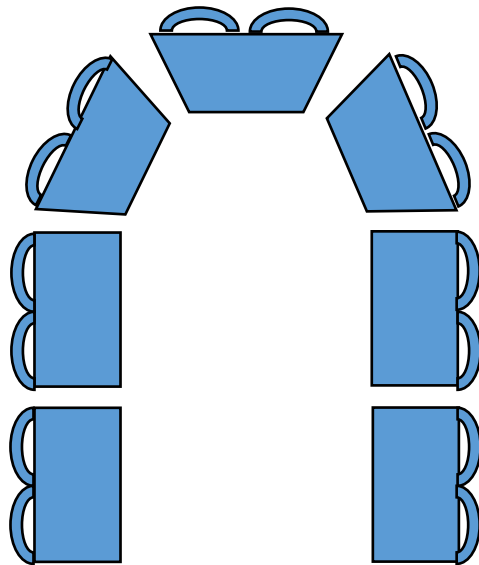
2.



3.



4.



1. Theatre Style – Max 25 people
2. Board Room Style – Max 14 people
3. Classroom Style – Max 30 people
4. U-Shape Style – Max 14 people



- Chairs



- Tables