

# Room Bookings at The Round House



***Room & Office Hire - Events & Functions - Catering***

The Round House  
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## Room and Office Hire at The Round House

The Round House is an exciting resource centre that offers modern and accessible facilities for meetings, events and activities. The centre is equipped with a lift to the first floor and disabled parking is available to ensure accessibility. We are pleased to offer a number of rooms for hire and we will do everything we can to make sure your event is a success. With a welcoming feel, we hope that the light and airy accommodation will make your event even more pleasurable. Internet access is available free of charge

The Catering Team at The Round House also offer a range of catering options so all your needs can be met within the centre (please see page 5 and 6 for details).

The following rooms are available for hire:

### **Room 2 – Ground Floor**

Tilt-top tables allow for flexible use so that the space can be cleared for exercise classes etc. Twenty-eight people can be seated comfortably at tables in a board room layout. Up to 30 people can be accommodated comfortably in a theatre-style arrangement. Both ambient and chilled water is available in this room.

### **Room 3 – Ground Floor adjacent to Room 2**

This room can seat 25 board room style or 30 theatre style. A folding wall between Rooms 2 and 3 can be opened up to form a large function room that will comfortably seat 60 people theatre style or 60 people cabaret style.

### **Room 4 – First Floor**

This room seats 14 (board room style) or 20 (theatre style). Both ambient and chilled water is available in this room.

### **Office 6 – First Floor**

This room seats up to four and is perfect for small meetings or advice surgeries etc.

### **Room 7 – Ground Floor - The Studio**

This room is ideal for dancing, exercise classes, carpet bowls and arts/crafts activities. The room will seat up to 28 people boardroom style and 50 comfortably theatre style. This room has a wooden floor, storage for equipment, sink, and is served by a plumbed in water cooler.

### **Car Parking**

The centre's car park offers 37 spaces including three bays for Blue Badge holders. Visitors can also park on Lintonville Parkway to the rear of The Round House. The centre is within walking distance of Ashington bus station and we are able to assist with ordering taxis when you depart.

To enquire about availability or to discuss your room hire or catering needs in more detail please contact Angela Clough, Income Generation and Marketing Co-ordinator on **T:** 01670 784820 or **E:** [info@ageuk-northumberland.org.uk](mailto:info@ageuk-northumberland.org.uk)

## Room and Office Hire Charges

Room	Full Day (8 hours)	Half Day (4 hours)	Per Hour
2 (Ground Floor)	£100	£50	£15
3 (Ground Floor)	£100	£50	£15
2 & 3 combined (Ground Floor)	£200	£100	£25
4 (First Floor)	£80	£40	£13
Office 6 (First Floor)	£60	£30	£10
7 - The Studio (Ground Floor)	£110	£55	£15

### ***Are you a community group with no paid workers?***

Community groups with no paid workers can hire any room at a rate of £2 per person, for up to three hours. We will also provide everyone with a serving of tea or coffee FREE of charge. All other charges and terms and conditions of hire (as set out below) apply.

## Charges for Equipment & Photocopying

Option	Charge
Projector	Free of charge
Laptop	Free of charge
Flipchart	Free of charge
Paper and pens for flipchart	£5
White Board and pens	£5
Photocopying A3/A4 (black & white)	20p per sheet
Photocopying A3/A4 (colour)	30p per sheet

\* Rooms 2, 4 and 7 are served by plumbed-in water coolers – these are available at all times, at no additional cost.

We are happy to discuss any other requirements in support of your booking. A separate document details the refreshments and buffet options available.

## Terms and Conditions of Hire

In hiring facilities and booking events within The Round House the hirer is agreeing to abide by the following terms and conditions:

<b>Provisional Bookings</b>	All reservations must be confirmed in writing, by either letter or email. All bookings will be treated as provisional until confirmation has been received, at least 5 working days prior to the event
<b>Cancellations</b>	<p>If your booking is cancelled on the hire date you will be charged in full, including any catering, refreshments and equipment hire</p> <p>If the booking is cancelled 5 working days or less prior to the hire date you will be charged 50% of the hire fee and 100% of all catering costs</p> <p>There will be no charge for cancellations given with more than 5 working days' notice</p> <p>Age UK Northumberland reserves the right to cancel meetings if the hirer fails to adhere to our terms or if there are circumstances beyond our reasonable control</p>
<b>Access</b>	Meeting rooms will be available between 8.30am and 7.30pm. Early access can be arranged (with prior notice) for set up. Hirers arriving before the designated times cannot be guaranteed immediate access to the meeting rooms and any meeting which overruns will be charged at the published hourly rate
<b>Catering</b>	Must be ordered through Age UK Northumberland at the time of booking, external catering is not permitted
<b>Layout</b>	These must be confirmed at the time of booking. Changes on the day cannot be guaranteed
<b>Parking</b>	Free parking is available at The Round House and on Lintonville Parkway
<b>Payment</b>	All meeting room hires are invoiced in arrears and payable within 30 days. Under some circumstances we may require a deposit, this would be discussed with you at the time of booking
<b>Safety</b>	All customers and their delegates must observe the safety guidelines of the building. It is the hirer's responsibility to ensure the safety and security of their delegates
<b>Security</b>	<p>Age UK Northumberland accepts no liability for unattended personal belongings or equipment</p> <p>The hirer must leave the premises in the condition they found them in. A charge will be made for any damage or breakages</p> <p>The hirer shall not use the premises for any activity other than that for which it was hired</p>
<b>Smoking</b>	Age UK Northumberland is a no smoking premise. There is a designated smoking area within the car park which you will be advised upon.

Age UK Northumberland reserves the right at all times to cancel any booking.

## Catering Options

We are keen to ensure that your catering needs are fully met at The Round House. If you have any particular dietary requirements please contact us and we will do everything we can to help.

### **Breakfast Buffet Selections (tea and coffee is included)**

Breakfast Buffet Option 1           £3 per person

- Danish Pastries or Croissants

Breakfast Buffet Option 2           £3.50 per person

- Bacon or Sausage roll

### **Buffet Lunch Selections (please refer overleaf for refreshment costs)**

Buffet Lunch Option 1           £2.50 per person

- Homemade soup and bread roll with butter

Buffet Lunch Option 2           £3.50 per person

- Homemade soup and a freshly made sandwich

Buffet Lunch Option 3           £2.50 per person

- A selection of freshly made sandwiches
- Assortment of Crisps

Buffet Lunch Option 4           £4.00 per person

- A selection of freshly made sandwiches
- Chicken and Vegetable wraps
- Homemade Quiche
- Chicken Goujons and selection of dips
- Cajun Spiced Potato wedges
- Tortilla Chips
- Cake of the Day

Buffet Lunch Option 5           £6.00 per person

- A selection of freshly made sandwiches
- Chicken and Vegetable Wraps
- Homemade Quiche
- Herb Roasted Potatoes
- Chicken Goujons and a selection of dips
- Mozzarella, tomato and pesto Bruschetta
- Mixed leaf salad
- Coleslaw
- Fresh Fruit Platter

**Afternoon Tea Option 6                      £5 per person (tea and coffee is included)**

- A selection of freshly made sandwiches
- Homemade fruit scones with fresh cream and jam
- Homemade cheese scones
- A selection of cakes

A hot meal option (one or two courses) is also available, please contact us to discuss a menu.

**Refreshments**

Tea/coffee	£1 per person
Tea/coffee and assorted biscuits	£1.50 per person
Tea/coffee and mini scones (fruit or cheese)	£2 per person
Fruit Juice (orange or pineapple)	£3 per jug
Mineral Water (still or sparkling)	£2 per bottle
Tap water	No charge