



TYNESIDE IRISH CENTRE

43-49, Gallowgate, Newcastle upon Tyne. NE1 4SG

Tel: 0191 261 0384

tyneirishcentre@btconnect.com

Tyneside Irish Centre – Venue Hire Terms & Conditions

If completing an online form by ticking the Terms and Conditions box you are agreeing to the following:

1. Booking Procedure

All bookings must be submitted via our official form: [Venue Hire Contract Form](#)

Availability must be confirmed with the bookings team prior to submission.

A **non-refundable deposit** is required at the time of booking confirmation:

£50 for Concert Room and Gallowgate Room

£10 for Room 1

Final payment for venue hire must be made **28 days before the event**.

Catering orders must be placed **28 days prior** to the event, with **full payment** due at that time.

2. Venue Hire Pricing

Room	Capacity	Standard Rate	Member Rate	Deposit	Notes
Concert Room	200	£150 (includes £50 non-refundable)	£100	£50 non-refundable	Includes stage, bar access, seating
Gallowgate Room	100	£100 (includes £50 non-refundable)	£75	£50 non-refundable	Ideal for smaller functions or meetings
Room 1	25	£25 for first 2 hours, then £10/hour	Same	£10 non-refundable	Suitable for small meetings or workshops

3. Late Licence

Events extending beyond 11:00 PM require a **Late Licence Fee of £75**.

Must be requested at the time of booking and approved in advance.

Hirers are responsible for ensuring guests vacate by the agreed extended time.

4. DJs & Entertainment

Hirers may provide their own DJ or entertainment.

We can recommend a trusted DJ familiar with the venue's setup: Renny 0773 603 3563

All external DJs must comply with venue sound and safety regulations.

Smoke machines, strobe lighting, or pyrotechnics are not permitted unless pre-approved.

5. Catering

All catering is provided in-house. External food or drink is not permitted unless agreed in writing.

A full catering menu is available upon request or attached to the booking form.

Tea, coffee & biscuits: **£1.50 per person** (served buffet-style unless otherwise arranged).

Catering must be ordered **28 days prior** to the event, with **full payment** made at that time.

6. Equipment Hire

Equipment Hire Fee Notes

Microphone £15 Suitable for speeches, announcements, or DJs

Projector £20 Ideal for presentations, slideshows, or films

Equipment must be requested in advance.

Hirers are responsible for any damage or loss.

7. Cancellation Policy

If the contract is cancelled **more than 28 days** before the event, all payments will be refunded **minus the non-refundable deposit**.

If the event is cancelled **within 28 days, no refund** will be issued.

If the hirer wishes to **rearrange the date**, we will do our best to accommodate, subject to availability.

8. General Terms

Hirers are responsible for guest conduct and any damage caused.

Decorations must not damage walls or fixtures – NO staples, drawing pins, Sellotape – please use white tac only. NO confetti.

Smoking or vaping is not permitted in the Centre.

Children must be supervised at all times.

The Centre is not liable for loss or damage to personal property.

Member rates apply to those with **3+ months of active membership**.

Contact

Phone: 0191 261 0384

Email: tyneirishcentre@btconnect.com

Please sign if completing a paper office based copy:

I agree to the Terms and Conditions above

Full name: _____

Signature: _____