



Meeting rooms in central Newcastle

Listed below are a number of organisations that offer meeting room facilities in central Newcastle - please contact them direct for up-to-date information regarding the venue as well as availability and costs

The NewcastleGateshead Conference Guide also lists a number of venues suitable for meetings and conferences - for a copy contact

NewcastleGateshead Convention Bureau

Tel: 0191 243 8819

Email: conventionbureau@ngi.org.uk

Website: www.newcastlegateshead.com/conference

Please note that inclusion in this information sheet does not indicate NCVS approval

British Red Cross

Croft House, Western Avenue, Newcastle upon Tyne, NE4 8SR

Tel: 0191 273 7961

Email: TGashe@redcross.org.uk

This venue is just over one mile from the city centre with good public transport links.

Capacity: Multipurpose room – holds 40 to 50 people seated.
Library – holds up to 35 people.

Availability: 9.00am to 5.00pm Monday to Friday. Evenings by special arrangement.

Facilities: Photocopying facilities, OHP, TV/video player and flipchart hire.
Refreshments (eg tea/coffee and biscuits) and buffet lunch available.

Access: Wheelchair access to meeting rooms and toilet facilities.

Parking: Large car park around building.

Brunswick Methodist Church

Brunswick Place, Newcastle upon Tyne, NE1 7BJ

Tel: 0191 232 1692

Email: admin@brunswickmethodist.org.uk

This venue is in the city centre.

Capacity: Hall – holds up to 140 people.
7 rooms – holding 15 to 50 people.

Availability: For one off or regular meetings, Monday to Saturday mornings and afternoons, and Tuesday and Thursday evenings.

Facilities: Kitchen, crockery and utensils. Sandwich bar available weekday lunchtimes, but not during holiday periods.

Access: Wheelchair access to hall, two of the meeting rooms and toilet facilities.

Parking: No adjacent public parking.

Cathedral Church of St Nicholas

Mosley Street, Newcastle upon Tyne, NE1 1PF

Tel: 0191 232 1939

Email: office@stnicnewcastle.co.uk*This venue is in the city centre (5 minutes walk from the Central Station).*

- Capacity:** Full hall – holds up to 130 people
 East hall – holds up to 90 people } This is the Full hall
 West hall – holds up to 40 people } partitioned.
 Thomlinson room – holds up to 30 people.
 Meeting room with fitted boardroom table – holds up to 12 people.
- Availability:** 9.00am to 5.00pm Monday to Friday (Thomlinson room 9.00am to 3.30pm)
 Saturdays and later times by special arrangement.
- Facilities:** Flipchart, projector and other audio-visual equipment available.
 Kitchen, crockery and utensils. Outside catering by arrangement.
- Access:** Wheelchair access to halls only. Toilet facilities are down a flight of six steps. Meeting room and Thomlinson room are upstairs.
- Parking:** No reserved parking.

Central Square

Forth Street, Newcastle upon Tyne, NE1 3PJ

Contact: Louise Hudson Tel: 0191 261 1451 Email: louise.hudson@gvagrimsley.co.uk*This venue is located behind the Central Station and not far from the city centre.*

- Capacity:** Conference room – holds up to 100 people.
- Availability:** Everyday, daytime and evening.
- Facilities:** Remote controlled audio-visual system, ceiling mounted digital video projector, projection screen, DVD player, CD player, cassette player, wireless internet access and ceiling mounted PA speaker system. Buffet style catering can be arranged.
- Access:** Excellent wheelchair access to all facilities.
- Parking:** Pay & Display parking in surrounding area.

Centre for Life

Times Square, Newcastle upon Tyne, NE1 4EP

Tel: 0191 243 8282

Email: enquiries@lifeconferencing.org.ukWebsite: www.lifeconferencing.org.uk*This venue is located to the west of the Central Station.****Discount of 25% on room hire offered to registered charities***

- Capacity:** Various rooms – holding 10 to 440 people.
- Availability:** Everyday, daytime and evening.
- Facilities:** A range of audio and visual equipment, shared or private reception areas/ cloakrooms/bars, photocopying/faxing/email facilities and full catering services available.
- Access:** All areas are wheelchair accessible.
- Parking:** Multi-storey car park.

The Centurion

Newcastle Central Station, Neville Street, Newcastle upon Tyne, NE1 5DG

Tel: 0191 261 6611

Email: enquiries@centurion-newcastle.com

Website: www.centurion-newcastle.com

This venue is in the city centre and adjoining the Central Station.

Capacity: Two rooms (one upstairs, but no lift) – both seat 16-30 people.

Availability: Everyday, daytime and evening.

Facilities: OHP, TV/video player and full catering available.

Access: Wheelchair access to building via Platform 2 of Central Station. Wheelchair access to ground floor room only. Wheelchair accessible toilets.

Parking: Access to neighbouring GNER long stay car park.

City Conference Centre

Newcastle Deaf Centre, 2 Summerhill Grove, Newcastle upon Tyne, NE4 6EE

Contact: Iris Luke Tel/fax: 0191 232 4104 Email: ncdeafcentre@btconnect.com

Website: www.newcastledeafcentre.org.uk/centre.htm

This venue is on the edge of the city centre, about half a mile from the main shopping area and close to public transport links.

Capacity: Lecture room with stage – holds up to 60 people.

Two adjoining rooms – up to 20 people.

Several other rooms also available.

Availability: 9.00am to 5.00pm everyday.

Facilities: TV and video player, photocopier and flip chart with stand. Full catering services available.

Access: Lift to all floors and wheelchair accessible toilet facilities.

Parking: Street parking available on one side of road, although parking permits required. Therefore check availability when booking.

Civic Centre

Room 226, Civic Services, Civic Centre, Newcastle upon Tyne City Council, Barras Bridge, Newcastle upon Tyne, NE1 8QH

Tel: 0191 277 7222

Email: enquiries@theciviccentre.co.uk

Website: www.theciviccentre.co.uk

This venue is in the city centre.

Discount offered to registered charities at discretion of Civic Services Manager

Capacity: Committee rooms – hold 10 to 60 people each.

Pandon Room – holds up to 120 people.

Council Chamber – holds up to 250 people (including balcony).

Banqueting Hall – holds up to 600 people.

Availability: Everyday, daytime and evening.

Facilities: Catering can only be arranged through the Civic Centre in-house caterers "Hospitality Services". Large range of audio-visual equipment for hire.

Access: Wheelchair access to all meeting rooms and toilet facilities, although wheelchairs are unable to reach the lower parts of the Council Chamber.

Parking: Limited Pay & Display parking available at Civic Centre but public car parks nearby.

Disability North

The Dene Centre, Castle Farm Road, Newcastle upon Tyne, NE3 1PH

Tel: 0191 284 0480

Email: events@disabilitynorth.org.ukWebsite: www.disabilitynorth.org.uk*This venue is about three miles out of the city centre, and accessible by public transport.***Capacity:** Conference room – holds up to 50 people.
Committee room – holds up to 12 people.**Availability:** 9.00am to 6.00pm Monday to Friday.**Facilities:** Main conference room is fully equipped with video equipment and all types of aids for disabled people.**Access:** Excellent wheelchair access to toilets and other facilities.**Parking:** Free of charge on site parking.

Jesmond United Reformed Church

Burdon Terrace, Jesmond, Newcastle upon Tyne, NE2 3AE

Tel: 0191 281 4676 (10.00am to 12noon weekdays) Email: jesmondurc@btconnect.com*This venue is half a mile from the city centre.***Capacity:** Large church hall adjacent to church – holds up to 100 people.
Small hall adjacent to church – holds up to 20 people seated.
Haldane House – across the road from the church has 3 rooms each with space for 30 people.
Church – up to 600 people for appropriate lectures, presentations, conferences, exhibitions and concerts. Christian services for special events may be considered.**Availability:** For one-off or regular meetings.**Facilities:** The halls and Haldane House have kitchens with crockery available.
No alcohol allowed on premises.**Access:** Wheelchair access to church, halls and Haldane House including toilets.**Parking:** On street parking – some with meters and some subject to time restrictions (free and unrestricted after 6.30pm).

Live Theatre

Broad Chare, Quayside, Newcastle upon Tyne, NE1 3DQ

Tel: 0191 269 3497

Email: wendy@live.org.ukWebsite: www.live.org.uk*This venue is on the quayside, on the edge of the city centre.***Capacity:** Rehearsal room – holds up to 40 people.
Theatre – holds up to 165 people.
Theatre studio – holds up to 50 people
Two meeting rooms – each holds up to 12 people.**Availability:** 9.00am to 11.00pm Monday to Saturday. Sundays by special arrangement.**Facilities:** Notice boards, kettle, licensed bar available with 14 days notice and catering by arrangement.**Access:** All areas except one of the meeting rooms are wheelchair accessible.**Parking:** Public car park nearby and limited street Pay & Display parking.

MEA House

MEA Trust, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS

Tel: 0191 230 3305

Email: mail@meatrust.co.ukWebsite: www.meahouse.org.uk*This venue is in the city centre.***Capacity:** 6 flexible rooms of different sizes and layouts available on top floor. Suitable for interviews, counselling, support groups, training, board meetings etc.**Availability:** 8.00am to 8.45pm Monday to Thursday. 9.00am to 5.30pm Fridays. Weekend use by special arrangement.**Facilities:** Visual presentation equipment (LCD projector, Smart Board, OHP, video player, flip chart and white board) available for small additional charge. Each room has internal telephone linked to reception. Outside catering by arrangement with Northumbria University.**Access:** Good wheelchair access to building. Hearing loops fitted to all rooms. Three wheelchair accessible toilets close to meeting rooms. Wheelchair friendly lifts.**Parking:** Public Pay & Display car park adjacent to MEA House.

MEA House

Age Concern Auditorium, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS

Tel: 0191 232 6488

Email: janet.heal@acnewcastle.org*This venue is in the city centre.***Capacity:** Large auditorium with seating capacity of 100. Activity room – holds up to 20 people. Coffee shop – seats up to 40 people.**Availability:** Monday to Thursday – late afternoons and early evenings. Fridays – afternoons only.**Facilities:** Flip chart, whiteboard, OHP, TV/video, TV/DVD and digital projector available. Hearing loop system in auditorium and activity room. Fixed sound system with hands-free microphones in auditorium. Access to kitchen for refreshments. Comfortable seating, good acoustics and good lighting.**Access:** Good wheelchair access to building and toilets. Ground floor accommodation.**Parking:** Public Pay & Display car park adjacent to MEA House.

Moorside Community Primary School

Beaconsfield Street, Newcastle upon Tyne, NE4 5AW

Tel: 0191 272 0239

Email: admin@moorside.newcastle.sch.uk*This venue is one mile from the city centre with public transport links close by.***Capacity:** Main hall – holds up to 150 people. Lounge area, outside grounds, playing fields and kitchen by arrangement.**Availability:** One-off or regular meetings preferably for local groups. Preference given to Moorside area groups and bodies affiliated to Newcastle City Council.**Access:** Wheelchair access to building and toilet facilities.**Parking:** On site parking available.

National Trust Inner City Project

Holy Jesus Hospital, City Road, Newcastle upon Tyne, NE1 2AS

Tel: 0191 255 7610

Email: innercityproject@nationaltrust.org.uk*This venue is in the city centre.***Capacity:** One large room – holds up to 34 people theatre style or 24 board room style.
Three small rooms – each holds up to 6 people.**Availability:** 9.00am to 5.00pm Monday to Friday, other times by special arrangement.**Facilities:** OHP, TV/video player, slide projector and screen, flipcharts, data projector, portable hearing loops. Historic guided tours by prior arrangement. Kitchen facilities, tea and coffee provided, own food or outside catering welcome.**Access:** Wheelchair access to meeting rooms and toilet facilities.**Parking:** Disabled car parking at rear of building, public parking in Manors multi-storey car park nearby.**Newcastle Unitarian Church**

Ellison Place, Newcastle upon Tyne, NE1 8XG

Contact: Ian Clark Tel: 0191 232 2348

*This venue is in the city centre.***Capacity:** Durant Hall – holds up to 200 people.

Turner Hall – holds up to 80 people.

Large committee room – holds up to 30 people.

Small committee room and Turner Hall annex – hold up to 12 people.

Availability: 9.00am to 10.00pm Monday to Saturday (minimum 3 hour let).

Sundays by special arrangement.

Facilities: OHP. Modern kitchen with crockery and utensils available for self-catering.

Tea/coffee making facilities available. Catering can be arranged. No alcohol allowed on premises. Specialise in rehearsal space for performing arts.

Access: Limited facilities for disabled persons.**Parking:** No reserved parking available. Public Pay & Display car park nearby.**Northumberland Wildlife Trust**

Garden House, St Nicholas Park, Jubilee Road, Gosforth, Newcastle upon Tyne, NE3 3XT

Tel: 0191 284 6884

Email: laura.lowther@northwt.org.uk*This venue is within the grounds of St Nicholas Hospital in Gosforth.***Capacity:** One room – holds up to 30 people.**Availability:** For one off or regular meetings/conferences Monday to Friday.**Facilities:** Kitchen.**Access:** Wheelchair access to rooms and toilet facilities.**Parking:** Limited free parking.

Ouseburn Community Centre

Mowbray Street, Newcastle upon Tyne, NE6 5PA

Tel: 0191 275 9950

Email: hilary.cartwright@newcastle.gov.uk

This venue is approx. one mile east of the city centre.

- Capacity:** Main hall – holds up to 104 people.
Two meeting rooms – each holds up to 20 people.
Childcare space – holds up to 30 people.
- Availability:** For one off or regular meetings/conferences 7 days a week.
- Facilities:** Projector with laptop and flipchart. Refreshments (tea and coffee) and buffets available.
- Access:** Whole building and all toilets are wheelchair accessible.
- Parking:** Car park available to rear of the centre plus additional on-street parking.
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Ouseburn Regeneration Centre

Community Room, Spillers Quay, Newcastle upon Tyne, NE6 1BU

Tel: 0191 275 5600

Email: louise.allwood@newcastle.gov.uk

This venue is approx. one mile east of the City Centre and is accessible via the Quaylink bus.

- Capacity:** Community room - holds up to 120 people.
- Availability:** 9.00am to 9.00pm Monday to Friday (weekends may be possible).
- Facilities:** Flip charts. Refreshments (tea and coffee) and buffet contacts available.
- Access:** Wheelchair access to room and toilet facilities.
- Parking:** Adjacent free car park for approx. 30 cars.
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Quaker Meeting House

1 Archbold Terrace, Jesmond, Newcastle upon Tyne, NE2 1DB

Tel: 0191 281 2924

Email: ask@quakers-in-newcastle.org.uk

Website: www.quakers-in-newcastle.org.uk

This venue is on the edge of the City Centre, close to Jesmond Metro Station.

- Capacity:** Room 1 (ground floor) – holds up to 40 people.
Main meeting room (ground floor) – holds up to 100 people.
Large hall (first floor) – holds up to 120 people.
Small meeting room (first floor) – holds up to 25 people.
- Availability:** 5.00pm to 10.00pm weekdays. 9.00am to 5.00pm Saturdays by special arrangement.
- Facilities:** OHP, flipcharts, TV, video player and DVD available. Hearing loops in main meeting room and small meeting room. Kitchen available for preparation of non-alcoholic beverages and light refreshments. Use of outside caterers welcome.
- Access:** Ramped access at east entrance and lift to first floor. Wheelchair accessible toilets on ground floor.
- Parking:** Public car park available nearby off Archbold Terrace.
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St Gabriel's Parish Centre

2 St Gabriels Avenue, Newcastle upon Tyne, NE6 5QN

Tel: 0191 265 5843 (Parish Office mornings only)

Email: webb.gabriel@talk21.com

This venue is approximately one and a half miles from the city centre.

Capacity: Larger meeting room – holds up to 25 people.

Smaller meeting room – holds up to 15 people.

Availability: Monday to Saturday. Mornings, afternoons and evenings.

Facilities: Video player and kitchen equipped for simple catering available.

Access: Wheelchair access to both rooms and toilet facilities.

Parking: Limited off-street parking available.

St James's United Reformed Church

Northumberland Road, Newcastle upon Tyne, NE1 8JF

Tel: 0191 232 4375 or 07794 830858

Email: newcastleurcbookings@gmail.com

This venue is in the city centre.

Capacity: Hall – holds up to 100 people (large and small tables available).

Meeting room – holds up to 16 people (access via stairs).

Meeting room – holds up to 25 people (access via stairs).

Church – holds up to 200 people for concerts (excellent acoustics), conferences and appropriate secular events.

Availability: Sessions available morning, afternoon and evening for regular and occasional events. Evening bookings normally end at 9.30pm. No bookings available Sundays (all day) or Friday and Saturday evenings.

Facilities: Kitchens in hall and Church with crockery and other equipment. Coffee/tea making facilities in meeting rooms. Some presentation equipment available.

Access: Hall and Church have wheelchair access, adapted toilet and audio loop.

Parking: Use of Church car park by arrangement for disabled persons and visiting speakers. Metered street parking nearby. Long-stay off-street car park within 5 minute walk.

St Margaret's Church and Parish Centre

Heighley Street, Scotswood Village, Newcastle upon Tyne, NE15 6AR

Tel: 0191 274 6322

Email: knights@time4you.plus.com

This venue is 3 miles from the city centre on the no. 1 bus route.

Capacity: Comfortable, well-appointed meeting room seating up to 30 people.

Availability: 9.00am to 9.00pm Monday to Saturday.

Facilities: Flipchart. Refreshments (tea and coffee) and buffet lunches by arrangement.

Access: Wheelchair access to all floors and toilet facilities.

Parking: Free on-street parking.

Scotswood Area Strategy

447-9 Armstrong Road, Scotswood, Newcastle upon Tyne, NE15 6HS

Tel: 0191 274 2429

Email: pearl@thestrategy.org

This venue is 3 miles from the city centre.

Capacity: Conference room – holds up to 20 people.

Availability: Weekdays, 9.00am to 5.00pm (4.00pm on Fridays).

Facilities: Flip chart and creche room available. Tea/coffee and sandwiches/buffets by arrangement.

Access: Wheelchair access to room and toilet facilities.

Parking: Unlimited car parking available.

Skills for People

Key House, Tankerville Place, Newcastle upon Tyne, NE2 3AT

Tel: 0191 281 8737

Email: information@skillsforpeople.org.uk

This venue is on the outskirts of the city centre, with good public transport links.

Capacity: Large training room (can be split into two) – holds up to 50 people.

Medium training room – holds up to 15 people.

Small training room – holds up to 6 people.

Availability: Weekdays, 9.00am to 5.00pm (4.30pm on Fridays).

Facilities: TV and video, OHP, flipchart and photocopying facilities. Interactive whiteboard in large training room. Tea and coffee available.

Access: Good wheelchair access to whole building. Audio loop system.

Parking: Metered street parking nearby.

Star and Shadow Cinema

Stepney Bank, Newcastle upon Tyne, NE1 2BB

Tel: 0191 261 0066

Email: info@starandshadow.org.uk

Website: www.starandshadow.org.uk

This venue is half a mile from the city centre.

Capacity: Cinema – holds up to 80 people.

Café-bar – holds up to 100 people.

Availability: Daytimes and some evenings.

Facilities: Cinema available for showing any media format. Café-bar has movable seating, stage and audio-system. Hot drink facilities and bar.

Access: Wheelchair access throughout. No audio loop.

Parking: Cycle parking inside. Limited street parking.

Tyneside Foyer

114 Westgate Road, Newcastle upon Tyne, NE1 4AQ

Tel: 0191 260 6100

Email: simon.boak@homegroup.org.uk*This venue is in the city centre and within 5 minutes walk of the Central Station.***Capacity:** Training room – holds up to 35 people and has partition that can split room into two.**Availability:** 9.00am to 8.30pm, Monday to Friday.**Facilities:** OHP, slide projector and screen, TV and DVD by arrangement.
Refreshments available, catering by arrangement.**Access:** Wheelchair accessible building and toilet facilities.**Parking:** Public Pay & Display car park nearby.**University of Newcastle upon Tyne**

Castle Leazes Halls of Residence, Spital Tongues, Newcastle upon Tyne, NE2 4NY

Tel: 0191 222 6318 / 6296

Email: conference-team@ncl.ac.ukWebsite: www.ncl.ac.uk/conferenceteam*This venue is less than one mile from the city centre.***Capacity:** A wide variety of lecture theatres and seminar rooms in various locations around the university that can accommodate between 10 and 450 people.**Availability:** Mainly during Easter and summer vacations.**Facilities:** Audio-visual Centre can offer a comprehensive amount of up-to-date equipment services. Catering available for all types of events including tea/coffee breaks, working lunches and formal dinners.**Access:** Disabled access to most lecture theatres and adapted bedrooms.**Parking:** No reserved parking.**Accommodation:** Residential accommodation is available at a number of halls of residence including Castle Leazes which is situated within walking distance of the main university precinct and can accommodate over 800 delegates (including 102 ensuite bedrooms).**University of Northumbria**

Accommodation Services, Room 107, University of Northumbria, Ellison Terrace, Newcastle upon Tyne, NE1 8ST

Tel: 0191 227 4499

Email: rc.conferences@northumbria.ac.ukWebsite: www.northumbria.ac.uk/conferences*All venues in city centre.***Capacity:** Nixon Hall Lecture theatre – holds up to 220 people.
Rutherford Hall – holds up to 200 people.
Lipman lecture theatre – holds up to 250 people.
City Campus East (Manors) lecture theatres – hold 200, 250 and 400 people.
A variety of other lecture theatres and classrooms.**Facilities:** Catering and audio-visual equipment available.**Access:** Wheelchair access to toilet facilities. Lifts.

Audio loop systems in most lecture theatres plus mobile audio loop available.

Parking: No reserved parking. Public Pay & Display car parking nearby.**Accommodation:** Residential accommodation is available mid-June to early September.

This information sheet was produced by Newcastle CVS

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