



Conditions of Hire Form

West Oxford Community Association (WOCA) agrees to let to _____ (the hirer) the room(s) on the date(s) and time(s) as specified on the Booking Confirmation Form.

The hirer agrees to the following terms and conditions:

- 1. One-off activities:** The hirer agrees to pay the Room Hire Rate in force at the date of this agreement, payable in advance. There will be an additional deposit for higher risk events, which will be refunded subject to compliance with these terms and conditions. Bookings for 15-20 year olds' birthday parties are unfortunately no longer being taken. For kitchen users, a substantial deposit will be required to cover any cleaning required to return it to commercial cafe standard. Payment must be received in order for the booking to be confirmed. Proof of ID and address may be required.
- 2. Regular activities:** The hirer agrees to pay one calendar month's rent in advance of the start of any activity, at the Room Hire Rate in force at the date of this agreement. Initial payment must be received in order for the booking to be confirmed. Proof of address may be required.
3. The hirer is responsible for the laying out of furniture and equipment in the premises, and agrees to leave the premises, which includes the room hired, as found, and the toilets and corridors reasonably clean and free of litter and refuse. The kitchen will only be used with the agreement of Tumbling Bay Cafe, and a substantial deposit will be required to take account of any necessary cleaning.
4. Smoke/Dry Ice machines are not permitted. Glitter is also not permitted. Use of materials such as paint, glue etc should only be used with prior agreement, and with adequate protection for the fabric and fixtures in the centre. No black soft rubber soled shoes are allowed for activities in the hall. Bouncy castles are permitted, but the hirer is responsible for any loss, damage or personal injury resulting from their use.
5. Any loss or damage to fixtures, fittings or property of WOCA must be reported to WOCA staff as soon as reasonably possible. The hirer agrees to indemnify WOCA in respect of any such loss or damage (fair wear and tear excepted) and any such indemnity will not be limited to the deposit payable under paragraphs 1 or 2.
6. Hirers agree to be considerate of the residents in the neighbourhood of the community centre and avoid wherever practical making excessive noise. External doors and windows should remain closed when the premises are being used for the performance or production of live or recorded music, or where such music or any public address system is used in connection with any activity of the hirer.
7. The hirer must not exceed the hours of public entertainment which for the purposes of this agreement shall be 9am-11pm Monday to Saturday and must ensure that patrons depart from the premises no later than 30 minutes after the event finishes, without causing disturbance outside the building. Care must be taken not to slam car doors and cars must leave quietly. The Association shall hire the services of a police officer if and when the need arises and any charges so incurred shall be the sole responsibility of the hirer.
8. Noise emanating from the main hall shall not exceed 40dB(A) as measured at 1 metre from any external facade of any habitable dwelling between the hours the premises are open for public entertainment.
9. The hirer undertakes to make certain that no more than 120 persons (seated) or 280 persons (standing) shall be present in the main hall at the function for which it is booked. The maximum number of persons attending functions in the Mary Town Room shall be no more than 60 (standing) or 40 (seated); in the Café no more than 30 (standing) or 20 (seated); and in the Seminar Rooms no more than 15 (standing) or 12 (seated).

10. No alcohol may be bought or sold for consumption on or off the premises unless the hirer has, with the consent of WOCA, obtained a temporary licence from the relevant licensing authority.

11. The hirer agrees to be bound by WOCA's [Health and Safety Policy](#) and [Safeguarding Policy](#) (click on the links to view), as well as the additional requirements due to Covid-19 (see below).. A copy of the Health and Safety policy is displayed on the main notice board and is also available from the office on request. Please note risk assessments may be requested for bookings catering for over 100 people. Activity leaders need to consider whether DBS checks are required, as specified in the Safeguarding Policy.

12. The hirer agrees to WOCA's Equal Opportunities statement: Users of the Community Centre must comply with the Equalities Act 2012. They must ensure that the Community Centre is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

13. The hirer is solely responsible for the well-being and safety of users and occupiers of the premises hired out under the terms of this agreement. Consideration must be given to the security of people attending events, which may involve the need to hire professional security staff.

The hirer will indemnify WOCA for all loss and damage and personal injury arising from and during such use by the hirer, howsoever caused. WOCA accepts no liability for any loss, damage, or personal injury resulting from any activity carried out on the premises by the hirer.

14. The person agreeing to these conditions shall be the person responsible for such indemnity provided for in paragraph 13 above and both in his / her personal capacity and on behalf of the organisation he / she represents.

15. If the hirer or his / her invitees are found to be in serious breach of the terms of this agreement WOCA reserves the right to terminate the use of the room hired forthwith.

16. The hirer has the right to cancel this agreement on giving no less than ~~10~~ 14 days' notice to WOCA and will receive a full refund of any monies paid.

17. WOCA reserves the right to cancel the agreement at any time in the event of the building being required, or required to close, or otherwise restrict access, because of any national emergency or any purpose of national or local importance not contemplated at the time of hiring. The decision as to whether the Community Centre is required for any of the purposes aforesaid shall be in the absolute discretion of WOCA and shall be final and conclusive. In the event that WOCA is unable to provide the room booked under this agreement because of circumstances outside of its control (eg flooding, fire, interruption of power supply or heating failure) all possible steps will be taken to provide an alternative room. If however it is impossible to accommodate the hirer, WOCA reserve the right either to offer an alternative booking, or cancel and refund all monies paid under this agreement. The hirer acknowledges that WOCA will not be responsible for any losses financial or otherwise, which the hirer may suffer as a result of cancellation in accordance with this clause.

18. West Oxford Community Association operates a key fob entry system for hirers, to allow access to the room(s) at the time(s) as agreed with the association. Hirers should not pass the fob on to any unauthorised person, and the fob should be returned as soon as possible following the booking. Hirers whose fobs are lost or damaged will incur a replacement charge of £5.00. If hirers require an additional fob, it will be available at WOCA's discretion for a deposit of £5.00. Fobs are generally limited to a maximum of two per group.

Additional requirements due to Covid-19

In line with the current guidance and level of risk, WOCA does not now need you to carry out a **risk assessment** of your activity to ensure it is Covid-safe. You can read more about keeping safe here:

[Oxford City Council guidelines](#)

[Government Guidance to Living Safely with Respiratory Infections, including Covid 19](#)

- On your arrival, we encourage you to wipe down hard surfaces such as doors (handles, touch plates, areas around touch plates, door jambs/surrounds, door release buttons); light switches; radiator knobs; window handles; blind cords; bins; tables and chairs (hard) in the room. We will provide blue roll/wipes
- **Please stay home (and ask participants to) if you have any symptoms of COVID** or if anyone within your household has symptoms. If you are not feeling 100% well please do stay at home
- Consider asking participants to pre-book for the session, so as to reduce the risk of 'pinch points' at entrances
- Provide an introduction to any Covid 19 safety requirements (as with Fire Safety) at the beginning of each session
- We advise continuing to use face coverings in communal area
- Please make sure you and your participants **sanitise hands** before entering and leaving the building (dispensers are provided, but we encourage visitors to bring their own supply). Please ensure that you thoroughly wash your hands regularly too
- Follow (and remind participants to follow) all new informational/instructional signs at the centre, entering the building and moving around the centre.
- Please ensure good ventilation of the room
- If possible, please ask participants to arrive ready for your activity and only to bring what they need
- For larger gatherings, WOCA suggests asking people to carry out an LFT before attending
- Please consider that, with heightened anxiety around Covid, and any rules, there is a greater likelihood of 'flash points' with participants

Please sign and return (or email) your agreement that you have read and undertake to observe WOCA's terms and conditions of hire.

NAME

SIGNED

POSITION IN ORGANISATION, IF ANY

DATE

NB - An email indicating acceptance is also a suitable means of agreement to WOCA's terms and conditions

Signed for WOCA 

We will be regularly monitoring and reviewing our new policies/procedure so please be aware that things may need to be changed. We will keep you fully up to date with everything as we reopen in phases. Please ensure that we have your current email address to stay connected. Follow us on social media for the latest updates.