



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 sporting 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 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 for 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

As part of our Covid Secure Measures we will now need you to do the following:

- Carry out a **risk assessment** of your activity to ensure it is Covid-safe. We will supply a template to work from. The completed assessment will need to be approved by us before your activity commences. **We reserve the right to refuse to accommodate your activity if the risk assessment is not adhered to.** The following links were useful to us when creating our risk assessment, so you may find them useful too:

[Oxford City Council guidelines](#)

[Action with Communities in Rural England Guidance](#)

NHS, Health and Safety Executive and HM Government Guidance:

[Safe use of multi-purpose community facilities;](#)

[Decontamination in non-healthcare settings](#)

[Protective measures in education and childcare settings](#)

[Social distancing](#)

[NHS Test and Trace](#)

There are a couple of posters/checklists at the end of the document that you may find useful to use/share with your participants

- 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.
- Please remind your participants to queue responsibly and **social distance** from other visitors. Parents are responsible for their children maintaining social distancing when they are with them
- **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.
- An introduction to Covid 19 safety requirements (as with Fire Safety) at the beginning of each session
- **Keep a record of participants with time of arrival and phone contact so as to support the NHS Track and Trace procedures.** Provide one contact to WOCA to be the single point of contact for all participants. Guidelines for Track and Trace can be found [here](#). There is more useful guidance and a good FAQ page around GDPR and Track and Trace on the [Information Commissioner's website](#) **WOCA's agreement to hire a room to you is contingent on evidence of good track and trace records and subject to GDPR records, they should be shared with the centre.**
- We fully support the government's latest announcement to **wear face masks/coverings** in community centres from 8 August. From the 24th July everyone should already have a face mask/covering. We have additional signage throughout the centre with information to remind you to wear your face mask/covering. Please ensure you and your participants take your masks/face coverings away with you when you leave
- 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 and respect social distancing when arriving and at the centre, entering the building and moving around the centre. Use face coverings at all times.**
- Reducing risk of infection in other circumstances (where social distancing is difficult to maintain such as when serving food/drinks, or working with people classed as more vulnerable, or activities such as singing, playing of wind instruments, vigorous exercise) by
 - Setting up the room with people sitting side by side rather than opposite each other

- Using face coverings wherever possible
- Certain activities (such as singing, playing of wind instruments, vigorous exercise) will lead to a great volume of droplets from people's breath circulating in the room. Please ensure good ventilation of the room and greater social distancing than 2m if necessary.
- Visitors are responsible for remaining socially distant when using the centre, if you see someone not respecting social distancing please report it to one of our team immediately.
- The kitchenette is not currently available, and the café is open for take-away only¹, served from the patio door. The cafe can no longer refill your water bottles or your reusable coffee cups so please bring your own water. Bottled water will be available to buy in the cafe, along with hot and cold drinks, and cakes. WOCA will be able to supply hot water flasks for meetings. Users should bring their own supplies, crockery, etc. Please use reusable/recyclable containers whenever possible
- If possible, please ask participants to arrive ready for your activity and only to bring what they need to use.
- Please consider that, with heightened anxiety around Covid, and new rules, there is a greater likelihood of 'flash points' with participants. Please consider how you would respond to behaviour such as:
 - Lack of cooperation with track and trace information requests
 - Lack of cooperation with social distancing

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. As we are already aware of, government guidelines can change quickly, so please bear with us and be patient with our team. We will all need to learn our 'new normal', we are all in this together for the benefit of our community.

¹ As of July 2020

– Track and Trace

These guidelines are based on the [NHS guidelines on Track and Trace](#), [NHS guidelines in the workplace](#), and the [Information Commissioner's advice](#).

Record Keeping

Staff, tenants, licensees, and activity leaders need to have a system to gather information on visitors. Digital or paper copies are fine – but do not the same pen if visitors are completing the record themselves!

WOCA should record details of when staff, volunteers, contractors, or other visitors are present (dates and time of arrival and departure)

Tenants, licensees, and activity leaders should record details of customers/participants:

Name, contact number, arrival time (and departure if possible) of 'lead' person

Customers and participants can choose not to give details – but staff/activity leaders could then choose not to allow them entry, or to participate in an activity

Records should be kept for 21 days, then shredded (or permanently deleted if digital) in line with GDPR regulations

People with symptoms

In the event that someone who has visited the centre develops symptoms of Covid 19 and contacts NHS, they are advised to let people they have been in contact with or places they have visited in the previous 48 hours know. Current advice is that people who discover they have been in contact with someone with symptoms do not need to self-isolate, but should take extra care with social distancing and wash their hands more frequently.

If a member of staff or volunteer: They should let the Centre Manager know.

If a tenant, licensee, activity leader, contractor, or other visitor hears of a visitor who has symptoms, they should inform centre staff

If a positive test confirmed

NHS will ask for details of people and places the person has been in contact with. They will then contact those places and people (but not identify the person (although they may already have alerted people themselves when they first had symptoms), and instruct anyone who has had “close contact²” during the time of the person’s visit to self-isolate for 14 days.

If you receive a request for information from NHS Test and Trace this does not mean that you must close your establishment or stop your activity. NHS Test and Trace will, if necessary, undertake an assessment and work with you to understand what actions need to be taken.

Display photographs of appropriate room set-up for guidance to be inserted here

² “A close ‘contact’ is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). This could be a person who:

spends significant time in the same household

is a sexual partner

has had face-to-face contact (within one metre), including:

being coughed on

having skin-to-skin physical contact, or

contact within one metre for one minute

has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes

has travelled in a small vehicle, or in a large vehicle or plane

From <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

HELP KEEP THIS BUILDING COVID-19 SECURE

You must not enter if you or anyone in your household has COVID-19 symptoms.

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace. Alert the centre staff on 01865 245761 and alert the organiser of the activity you attended.

At the entrance Please keep a 2m distance

Please use the hand sanitiser provided on entering the premises. Clean your hands often.

Maintain 2 metres social distancing as far as possible: Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked. Where 2m distancing cannot be maintained, please wear a face covering.

Avoid touching your face, nose, or eyes. Clean your hands if you do.

“Catch it, Bin it, Kill it”. Tissues should be disposed of into one of the rubbish bins provided. Then wash your hands.

Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean. We do our best to clean all surfaces in the room between each hire, but activity organisers should make sure.

Please do not congregate at the entrance.

Take turns to use confined spaces such as corridors, kitchen and toilet areas. Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk, but wear a face covering if possible.

Keep the room well ventilated. Close doors and windows on leaving.

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



NHS