

# North Oxford Association Terms and Conditions of Hire

To hire spaces managed by the North Oxford Association (NOA) you must be 18 years old or over.

To hire spaces managed by NOA you fill in a booking form online via our website. If you are not able to do this you can come into the NOA community centre in Summertown Mon-Fri between 10am and 4pm and the office staff will assist you. *Please bring a debit or credit card with you in order to pay.*

## General Hire

The duration of the times booked is to *include any time needed to set up, clear down and clean.*

An **invoice** will be sent in advance of the event and payment must be made by the due date. If the fee is not received within this time *the booking will be deemed cancelled.*

## **The hirer must leave the rooms in a clean and tidy state ready for the next activity:**

- Floors to be swept.
- Floors to be mopped if spilled on or otherwise marked or stained.
- Nothing must be stuck on windows, doors, walls or ceilings, as any adhesive causes damage.
- Chairs and tables must be returned to their original positions.
- If in the Annexe or the Pavilion **switch off heaters at wall sockets.**
- Check that the lights are switched off in all areas – this includes toilets and hallways.
- All rubbish must be removed from the building and taken away
- Ensure that the premises are securely locked if you are the last people in the building.

In order to protect our floors, **no stiletto heels may be worn.**

Brooms and other cleaning utensils are kept in the store cupboard located next to the Gents toilet at the NOA centre, the locker in the long cupboard in the annexe, and in the kitchen at the Pavilion.

Due to limited space no group, whether Repeat or One-off, is entitled to leave any equipment or other items at either NOA site unless prior arrangements have been made.

## Use of a Kitchen (NOA, Annexe or Pavilion)

- Please note there are **no sharp knives in our kitchens.** A few basic pots and pans are available for use at NOA and the Pavilion.
- Crockery and cutlery must be *washed and put away.*
- **You must bring your own tea towels** to dry all washed crockery and cutlery.
- Food must not be left in the kitchen.
- The oven must be wiped down and switched off.
- All rubbish must be *removed from the building and taken away.*

When using the **kitchen at NOA** (crockery and cutlery for 50 people is available but no wine glasses) or the **Pavilion** (cutlery, crockery, and glasses for 30 are available), there will be an extra charge.

## Returnable Deposit

A **returnable deposit** will be required for most One-Off bookings, in addition to the hire charge, to be held to cover any damage, breakages, areas left requiring special cleaning, etc. It is refundable in part or in whole at the discretion of NOA but where damage exceeds the amount of the deposit, the hirer shall bear full cost of the necessary cleaning, repairs or replacements.

## **Deposits will not be reimbursed if any damage is caused to NOA property.**

All Deposits will be returned via BACS therefore ***it is the Hirer's responsibility to provide their bank details in the LemonBooking system.*** If the bank details are not provided within a month of your booked event, NOA will assume that you wish the *deposit to be donated to NOA.* There will be no exceptions.

### **Cancellation**

In the event of a cancellation within a month of the booking or non-attendance of a booking, the booking fee will *not* be refunded and *repayment of the deposit* will be at the discretion of NOA

In the event of cancelling a Repeat Booking a month's notice is required for sessions to be refunded

The Association reserves the right to cancel a booking at any time, this is only done in rare, extreme circumstances such as the building being used as a polling station or if the premises becomes unfit for the hirer.

### **Restricted Access**

Similarly, if you are unable to access the hired space for any reason that could not be reasonably foreseen by NOA and NOA is unable to provide a suitable alternative your booking is considered Void

In either of these circumstances, you will be refunded your booking fee and deposit in full, however NOA will not be responsible for any loss of earnings as a result of this.

### **Use of Other Areas of NOA**

NOA office is staffed between 10am and 4pm Monday – Friday and hirers may make reasonable use of the foyer area outside of these hours *but under 18's are to be supervised at all times* and consideration should be shown to other centre users. NOA takes no responsibility for injuries or loss or damage to property that takes place outside of these hours due to misuse of equipment or lack of supervision. The area is checked daily to make sure it adheres to our rigorous health and safety policy.

### **Keys for the Annexe and the Pavilion**

Should you be issued with keys, the person who signs for them at the NOA centre is to be responsible for holding keys. The key holder must check on leaving the premises that the building is secure and return the key to NOA centre office within 2 days of the event. Hirers will incur full locksmith replacement costs for a new barrel and replacement keys if a key is lost or not returned.

### **Accidents, Emergencies, Health and Safety and Risk Assessment**

If problems arise during the course of your event outside of NOA office hours a **NOA representative** can be contacted on **07989 265096**

If any person is injured on the premises, the incident must be reported in writing to the NOA Centre office at the earliest opportunity. First Aid Boxes are situated in the kitchens.

In order to comply with Fire Regulations access to all exit doors and main corridors must be kept clear at all times

Fire notices are displayed around the Community Centre and Pavilion so please familiarise yourself with the information on them. Should you discover a fire break glass on fire alarm core points and evacuate the building. The person booking the room will be responsible for safely evacuating your group in the event of a fire. Once the building has been evacuated dial 999 if outside of staffed hours, then contact the NOA representative.

The use of ladders are prohibited, a three-step step ladder is provided in the storage room on site, which hirers are allowed to use at their own risk.

All Hirers need to carry out a proper Risk assessment. There is a template available on our website.

### **Bookings for Children or Vulnerable Adults**

Please note that anyone wishing to run an event for children or vulnerable adults must have **proof of a DBS check** before we can accept the booking. NOA expects that anyone working with children or vulnerable adults has a robust **safeguarding policy** and will be asked to see it. For more information, please see our safeguarding policy. Please ensure a proper Risk assessment is carried out.

Any event for under 18s must be supervised by adults.

**Alcohol**

Alcohol may be consumed, but not sold without a licence. Should you choose to sell alcohol the hirer or caterer must obtain a licence for the sale of alcoholic drinks. Licence applications should be made to the Licensing office, Oxford Town Hall. If a licence is required, it must be presented to the Association prior to the event.