

**South Oxford Community Centre
Lake Street Oxford OX1 4RP**

www.southoxford.org

enquiries@southoxford.org

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Covid-19 Hiring information



DATED

1.1 Date(s) required:

Start and finish time

Preparation

Is this a regular booking? Yes/no

1.2 The Hirer

(a) Name

(b) Organisation

Address

Contact Telephone Number(s)

Commercial Use? Yes / No

Are you a registered charity or a not for profit organisation? Yes / No

1.3 Premises

Main hall

The Brenda Horwood Room

Room 2/3 Closed

Annexe; The Gill Garratt Room

DoJo by request

1.4 Purpose/description of hiring? Please note that some activities are not permitted under Covid-19 guidelines. All activities must be able to be done with socially distancing.

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If birthday party, please add in the age.

Will this be a public or private event? Public / Private

(a) If public is this a ticketed event? Yes/No

1.5 Is food to be provided at the event? Yes / No

2. The Association has a Premises License and other permissions authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity – tick or cross in relevant columns.	The Hall is licensed for:	COVID-19	Times for which the Centre is licensed:	Indicate activities to take place at this event	Licences or insurance may be required [*]
a. The performance of plays	NO	NO			
b. The exhibition of films	NO	NO			
c. Indoor sporting events	NO	NO			
d. Performance of live music	YES	NO	09.00-23.00		*
e. Playing of recorded music	YES		09.00-23.00		*
f. Performance of dance	YES	NO	09.00-23.00		*
g. Entertainment similar to those in a – f	YES		09.00-23.00		*
h. Making music	YES		09.00-23.00		
i. Dancing	YES		09.00-23.00		
j. Entertainment similar to those in h- i	YES		09.00-23.00		
k. Sale of alcohol to all adult users of the building.	NO				See 2.1
l. Dance classes [regular or one off booking]			09.00-23.00		*
m. Martial Arts [regular or one off booking]		No contact sport	09.00-23.00		*

If insurance or licences are required, then current copies must be submitted before your booking takes place

2.1 Have you indicated at 2(k) that alcohol will be available at your event? Yes / No

2.2 Please indicate how many people are attending including the organisers/performers. Some rooms have been closed and the maximum number for those able to open has been reduced in accordance of room size and distancing limitations.

Room	Max permitted	No of guests
Main Hall	100 30	
Meeting Room 2	16/12	Closed
Meeting Room 3	16/12	Closed
The Gill Garratt room	60/40 15	
The Brenda Horwood Room	60/40 15	
DoJo	On request-9	

Where two figures are on the table, they show standing and seated numbers accordingly.

Do any of your group have any kind of disability that they would need assistance in case of emergency?
Yes/No

I have read the General Rules and the Standard Conditions of hire and will abide by them.
Signed by the person named at 1.2 above, duly authorised, on behalf of the hirer:

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N.B. this information form is not an agreement