

OCTOBER BOOKS

Capacity – all rooms are on the ground floor

- Small area of community space – up to 10 people
- Large area of community space – up to 30 people
- Whole area of community space – up to 50 people
- Shop floor – up to 30 people

Capacities are dependent on the layout of room (template layouts available on request)

Guidelines for Hiring Space

Our aim is to ensure that the community space has measures in place to keep people safe. A key priority for us is our team members, not only for their health and welfare. We have a cap on the number of users for the space as outlined above to reduce possible transmission of the spread of any infection.

General

- Hirers are required to produce their own risk assessment prior to their hire. Their booking will only be confirmed once this has been approved by October Books.
- All hirers need to have their own statutory policies and procedures in place where relevant for their hire. They also need to have policies in place that look after the welfare and wellbeing of the attendees and volunteers, as well as team members/customers on the arrival and leaving of attendees/volunteers from the hire. It is the responsibility of the hirer to deal with any incidents relating to attendees during the hire. If the hirer has any concerns regarding the safety/function of any equipment/fixtures and fittings in the community space they are to speak to a member of the shop team.
- If any attendees or the hirers have any Covid symptoms we ask that they stay away.
- For the safety of all, attendees of events that are under the heavy influence of alcohol or other substances will not be allowed on the premises
- We encourage hirers to bring their own food and drink for their events and to dispose of it by taking it with them at the conclusion of their hire
- All manual handling and moving of furniture must be undertaken safely and by two people
- Hirers must ensure the Community Space is well ventilated, with windows and doors (with the exception of fire doors) being open where necessary for the duration of their hire.
- If the fire alarm sounds, there are two exits at the back of the shop (in the corridor next to the community space) and at the front. The congregation point is outside Victory Gospel church opposite the shop.
- If putting up anything on the wall, only use white or blue tack, do not use sellotape or masking tape

Cleaning

- There is a laminated cleanliness sheet on display in the kitchen hatch providing a list of actions to carry out prior and after the hire and to sign when actions are completed. Hirers will be given any additional cleaning resources if needed.
- Hirers will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire before other members of their group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used).
- The hire must include any time needed to achieve this to a standard both the next hirer and October Books would be happy with.

October Books conditions of hire

- We request that all people hiring the space are aware of our ethos and code of conduct. October Books reserves the right to refuse any bookings.
- **Payments:** Hirers will receive an invoice by email and payment must be received in full by the earlier of 14 days of receiving the invoice or 48 hours before the hire.
- **Cancellations:** If a booking is cancelled within 21 days of hire, the hirer will have a cancellation fee of 50% of the booking. If it is less than 10 days notice, the hirer will be charged 100% of the booking fee unless there are exceptional circumstances and they are to contact us if this applies. If the hirer reschedules their booking, there will be no cancellation fee. If the rescheduled booking is cancelled before 21 days of the hire, the cancellation fee will be 50% of the booking and the cancellation fee will be 100% of the booking after that date.
- Well-behaved pets are welcome.
- We request that children are accompanied by an adult at all times, both in the community space and in the shop.
- Hirers must not use property/items stored within the Community Space during their hire (eg - Veg Out food supplies, OB DIY supplies)

Contact info@octoberbooks.org or **02380 581 030**

April 2024