



## USEFUL INFORMATION FOR HIRERS

### Help with Access / Emergencies

- Hirers will find a contact number on the window by the front door in case of difficulties.
- First Aid kits are situated by the notice board opposite the hall doors, and above the sinks in the kitchen

### Parking

We have parking for 13 vehicles, including one designated for blue badge holders.

### Sundries / Other Equipment

Hirers are welcome to make use of additional equipment that WOCA has available.

- Tables (1.8m x 0.75m) and Chairs:

LOCATION	ITEM
Hall	14 Tables, 50 Chairs
	6 Short-legged tables, 28 small chairs
Mary Town Room	4 Tables, 22 chairs
Cafe	8 small square tables 20 chairs, 3 high chairs
Seminar 1	1 table, 15 chairs
Seminar 2	4 tables, 9 chairs
Changing Room Store	70 chairs

- Free Wi-Fi throughout the building  
**Name of network** Oxford Free Wi-Fi
- LAN internet access in the Main Hall and Seminar 2
- Data Projector
- Projector Screen
- DVD player and TV
- 70W PA
- Flipchart Stands

Many items are available at no charge.

### Additional Equipment

Hirers are welcome to bring their own equipment, including play equipment, provided it complies with WOCA's health and safety policy. Electrical items must be PAT-tested. Many hirers wish to hire inflatables (bouncy castles etc) to use at parties: this is not a problem, provided they are not so large that they obstruct fire exits!

### Lone working

WOCA recommends hirers have a plan in place for anyone working alone in the building. In an emergency, hirers can ring the contact number on the front door of the centre, or as a last resort, the police.

### Catering Equipment

WOCA has a 'tea trolley' with mugs, teaspoons and kettles that hirers are able to use. We also have wine glasses for up to 70 people. If you do require any equipment, let us know, and we will arrange access to it. Other cooking equipment may be available by arrangement. You are also welcome to use your own crockery/cutlery. **Please note** the fridge is only for the use of our cafe, so is not available.

### Afterwards: Cleaning and tidying up

Hirers are welcome to use WOCA's cleaning facilities. We provide the following:

LOCATION	ITEM
East Changing Room (off hall)	Mop and Bucket
	2 x Large Floor Sweepers
	Dustpan and Brush
Mary Town Room, Seminar 2	Vacuum Cleaners
Cleaning Cupboard in passage (by arrangement)	Mop and Bucket
	Large Broom
	Dustpan and Brush
	Cloths, Surface Cleaner
Tea Trolley	Blue Roll, Cleaning Spray

Hirers need to make sure they bring enough:

- Bin bags
- Hand washing soap
- Washing Up Liquid
- Cloths