

# Didcot Town Council

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22<sup>nd</sup> December 2020



Dear Civic Hall customers and hirers

Re: An important message concerning the Covid pandemic

First we hope that you are all safe, well and somehow staying positive during this exceptionally difficult time.

The Civic Hall has been selected as a suitable venue for the NHS to administer the Covid vaccination programme. The finer details of the vaccination programme are still to be confirmed but due to the challenging storage conditions of the medication — the NHS will have a finite window in which to administer the doses.

This will impact on the availability of the main hall and the Northbourne Room which will be used for the programme over the next six to eight months. It will therefore impact on some of your bookings.

The Council apologises for the inconvenience this will cause to your business, but the overall feeling is that this vaccination programme is the only way for the community to eventually return to normal. It is therefore a priority for the Council to support the NHS and help save lives.

At the time of writing, the Ladygrove Room; All Saints and Park Room will still be available for hire. This will be subject to review if Oxfordshire goes into Tier three after Christmas. If the county goes into Tier four then the Civic Hall will close to all hirers apart from the NHS. If we remain in Tier two} it may be possible for hirers to use the Main Hall and Northbourne Room in between the vaccination sessions. The Town Clerk is currently exploring this with the NHS but we do appreciate that this creates uncertainty for customers.

In the short term, please contact the Town Clerk to discuss any possible room hire. We are now recruiting for a new Property and Facilities Manager to drive the Civic Hall forward in the future.

## Payment for bookings

The Town Council wishes to streamline the booking process to optimise officer time. From January 2021, all bookings will need to be paid up front at the time of booking to secure the room. For larger value bookings over E150 — a 30% deposit up-front will secure the room but full payment will need to be paid one month before the event. This will be in operation for all bookings from 2021 onwards.

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Town Clerk  
Council Offices| Britwell Road

Didcot  
7HN  
Oxon

Phone: 01235 812637  
Fax: 01235 512837  
E-mail:  
[council@didcot.gov.uk](mailto:council@didcot.gov.uk)  
[www.didcot.aov.uk](http://www.didcot.aov.uk)

Finally, we would like to sincerely thank you for your custom this year and for the care you have taken to keep your clients safe. We have been truly impressed by your efforts and we apologise for the disruption that the Covid vaccination programme will cause you. We are however sure that you can see how important and necessary this vaccination programme is.

In the meantime we hope to see you again at the Civic Hall once the infection rates fall and life begins to return to a more social way of living.

Have a peaceful and healthy Christmas.

Kind regards

A handwritten signature in black ink, appearing to read 'Pam Siggers', with a long horizontal flourish extending to the right.

CLlr Pam Siggers  
Chair of the Civic Hall Management Committee