



Policy Document

Community Window Space

Witney Town Council

Adopted: Stronger Communities Committee . Minute no: SC525

Review Date: 23.09.26

- a. The window is for community use only; open to charities, groups or community organisations operating in Witney, or for the promotion of services to the benefit of Witney. No Business or political organisations and all at the discretion of the Town Council (with its decision being final). Advertising for paid services is not permitted.
- b. Each let is for a two-week period, A longer booking can be discussed, again the Town Council has final discretion.
- c. There is no cost for the hire.
- d. All bookings must be made via the Town Council Reception.
- e. Groups are 100% responsible for setting up and clearing the space.
- f. Any display must adhere to health and safety rules; for example, no additional lighting, naked flames, aerosol cans, glass items or mirrors that may cause a fire risk. We cannot allow balloons or any items that may move about. Staff reserve the right to remove or direct the removal of any item(s) in the display that constitutes a risk to staff, members of the public and/or the building itself.
- g. The Community Window is located within a historic building, so the space comes with some unique measurements. The space is accessed from the rear of the window, via a step that is approx. 50cm high, this access point is 95cm wide and 176cm tall. The roof slopes down from 220cm at the back to 175cm at the front therefore a maximum height is 210cm. We strongly request that you arrange to view the space ahead of planning your display layout so that you can be sure of the dimensions.
- g. Nothing may be affixed to the window glass. We have some display equipment such as small easels of various sizes and book stands that may be of use to elevate items to eye-level which may be borrowed for the term of the display.
- h. It is the responsibility of the person/s installing the display, to provide their own equipment; window dressing items/accessories etc.
- i. Please ensure that you are physically able to access the window space, which is approx. 18 inches off the ground.