

Standard Conditions of Hire

The “hirer” is the person signing the form, or the named contact at an organisation.

1. Bookings are only confirmed upon receipt of a signed room hire agreement and full hiring fee. Payment should be by cheque payable to Deaf Direct, or by an Official Company Purchase Order.
Charges will be reviewed annually and are subject to change.
Deaf Direct will return a copy of the booking form to confirm bookings.
2. Cancellations
 - a) There is a cancellation fee of £5 payable if any confirmed booking is subsequently cancelled. If less than 10 days notice is given 50% of the room hire fee will be charged, cancellations of less than 24 hours or where no notification is given will incur full charges.
 - b) Where lunches have been requested, and a booking is cancelled 50% of the total cost will be charged in all circumstances. If less than 10 days notice is given, the full cost of the lunch booking will be charged.
3. Use of the rooms in excess of the booking period by more than 30 minutes will be charged for at the hourly rate.
4. The “hirer” will, during the period of booking, be responsible for supervision and care of the premises. The “Hirer” shall indemnify Deaf Direct for the cost of repair of any damage however slight to any part of the property. The minimum amount payable in any incidences of damage to equipment will be £100 in order to cover the insurance excess payment.
5. The seating capacity of Training Room 1 is 30 people
The seating capacity of Training Room 2 is 10 people
The seating capacity of the Meeting Room is 4 people

These capacities must not be exceeded
6. Deaf Direct reserves the right to refuse any request for a booking and the right, having given notice, to cancel any booking.
7. At the end of hiring, the Hirer shall be responsible for leaving the premises in a clean and tidy condition, and reporting to Reception that the rooms have been vacated (In the case of Out of Hours Hire, the Hirer should ensure that the rooms are properly locked and secured). Any contents temporarily removed from their usual positions must be properly replaced. Hirer’s should familiarise themselves with the Room Rules displayed in individual rooms.
8. Miscellaneous Conditions

All attendees should sign in/out of the Visitors' Book situated on the Reception Desk in the Deaf Direct Office.

Deaf Direct operates a non smoking policy. Smoking is only allowed outside of the building.

Please do not stick anything to walls

Gangways and Fire Exits must not be obstructed in any way

Fire fighting appliances, which are inspected regularly must be kept in their proper places and must be used for no other purpose