



The Sussex Deaf Association Room & Facility Hire Charges April 2012-March 2013



Enquire at the Head Office:
The Sussex Deaf Association
Brighton Deaf Centre, Carlton Hill, Brighton, East Sussex, BN2 0GW
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Registered Charity 259713
Established 1912

Brighton Deaf Centre

Main Hall

A newly redecorated main hall area is situated at ground level close by to modern accessible male/female toilets and boasts a stage area for conference, plays, bingo and music events (licenses required prior to event). Match size snooker table, along with table football & table tennis**. Complete with tables and chairs. Accommodates up to 100 people. In some instances additional hire, licenses & insurance costs will be charged (enquire within). **small charges apply.

| | Corporate/Commercial/ Business/Conference | Sussex Community & Voluntary Sector |
|--|--|--|
|--|--|--|

| | | |
|---|-----------------|-----------------|
| Morning/Afternoon/Evenings | £55 per session | £30 per session |
| All Day (10am – 5pm)) | £100 per day | £70 per day |
| (start & finish times negotiable, extra charge may be incurred) | | |

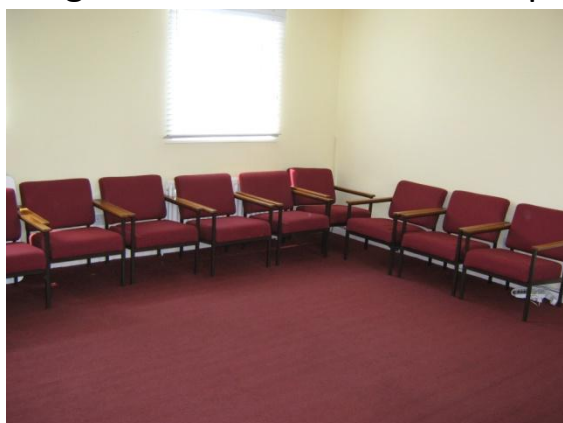


Conference Room

The Conference Room is situated on the first floor, up 15 steps. This room offers a wipe board facility and seats up to 15 people. *(Sorry no refreshments allowed in this room.)*

| | Corporate/Commercial/ Business/Conference | Sussex Community & Voluntary Sector |
|--|--|--|
|--|--|--|

| | | |
|----------------------------|-----------------|-----------------|
| Morning/Afternoon/Evenings | £30 per session | £20 per session |
| All Day (10am – 5pm) | £45 per day | £30 per day |
| Hourly Charge | £15 per hour | £10 per hour |



Kitchen Facilities

At the centre we boast a modern kitchen area. Our kitchen is fully equipped with a gas/electric cooker, microwave, hot water urn, ample surface space for preparing food, cutlery, cups and plate ware. Hatch access into main hall for serving.

Morning/Afternoon/Evenings £15 per session
Full Day (10am-5pm) £30
Cooking for large events, extra charges applies



Resources for use at Brighton Deaf Centre

| | |
|-----------------------------|---------------------|
| Television, Video and DVD | £10 per day (each)* |
| Flip Chart and Paper | £10 per day (each) |
| Laptop/Computer | £10 per day (each)* |
| Projector (use with laptop) | £5 per day* |
| Overhead Projector | £5 per day* |
| DVD/Tape Camera | £10 per day* |
| Tripod for DVD/Tape Camera | £ 1 per day |

*£40 returnable deposit required.

Additional charges

£50 deposit required, fully refundable upon checking premises after event finishes. (deposit includes damages, missing items, excessive cleaning and rubbish left after event). Licenses and other insurances, enquire within.

Out of Hours: Mon-Fri before 9.30am and after 5pm charge is £5 each opening and closing. Weekend opening/closing £20 combined charge. Call out charges during the hours of 5pm-10pm Mon-Fri £5, £10 at weekends per call out.

Organisations/individuals are responsible for the behaviour of visitors to your events, cleaning, removing belongings and emptying bins. Please be aware we are also in a residential area. Communal bins are located at the bottom of St John's Place and top of White Street for rubbish. We also have recycling boxes at the front of the building for recyclable waste. **Please leave the building as it was left for you.**

Full payment including charges and deposit as applicable for your event is to be paid **2 weeks in advance** to secure your booking.

Cancellation fees

| | |
|---|-----------------|
| If notice is 10 working days or more | No fee |
| If notice is less than 10 working days and more than 5 working days | Half fee |
| If notice is 5 working days or less | Full fee |

BOOKING FORM

Name of Hirer

Address

Tel / Fax / Mobile

Insurance Allows 100 People

Reason for HireNumber of people.....

Date (s) venue requiredTime Required

Room Hire Fees payable upon booking.....Refundable deposit.....

Additional charges (resources/requirements/out of hours/additional hire and Insurance charges).....

To secure booking(s) a deposit of 50% of the charge(s) is/are to be paid at time of booking also at least one visit to view the centre is required before event commences. This deposit will be refunded upon inspection. I agree to pay the remainder **TWO weeks** before booking date. **Please make cheques payable to The Sussex Deaf Association. SDA reserves the right to cancel at anytime if the above information has not been given or supplied in writing.**

I agree to keep to the terms & conditions of hire and to be responsible for ensuring that **everyone** signs the visitors register, the fire doors are kept clear and the users are informed of procedures in case of a fire.

Name..... Signature..... Date.....

WE DO OFFER OFF STREET PARKING FOR UP TO 8 CARS AT A SMALL CHARGE. PARKING AT YOUR OWN RISK.

CONDITIONS OF HIRE OR USE OF ASSOCIATION PREMISES

All properties, fixtures & fittings belong to the said Charity and NOT clubs/individuals who use these premises. Removal of any items from this building and copying of keys is not allowed. The sale or distribution of alcohol is not allowed. Failure to comply would result in prosecution and or event withdrawal with immediate effect.

- 1 Licensed to hold 100 persons on the property at any one time.
- 2 When using the building you are responsible for any damage to the building or contents.
- 3 All damages to be reported to the Association Office in person or in writing.
- 4 All organisations using the centre must leave it clean and tidy ready for the next user.
- 5 Please check the following before leaving:
 - a) Doors and windows are closed
 - b) Kitchen & Rooms left clean and tidy
 - c) Lights and heating turned off
 - d) Wipe tables & surfaces, sweep floor and empty bins.
- 6 Please switch off all appliances and lighting when they are not required.
- 7 Due to the proximity of dwelling houses it is requested that noises be kept to a reasonable proportion, especially when vacating the Centre at a late hour.
- 8 **FIRE PRECAUTIONS:** Access to all Fire Exits **must** be kept clear at all times. Fire extinguishers are provided around the Centre. Everyone using the centre **must** use the visitors register.
- 9 Rooms only to be used on your booked event only. Permission to use the centre on other occasions than your event, must be obtained from the Association office and required hire fees to be paid.
- 10 Electrical fittings **ARE NOT** to be changed, altered or tampered with in any way. There are to be no structural alterations, re-decoration, fixtures and fittings attached to any part of the building. Please respect the property at all times
- 11 The storing of personal property and equipment **is not** allowed due to limited space and will not be insured.
- 12 Usage of property not belonging to the charity is not insured whilst on our premises unless requested, **all** electrical equipment must have a valid test certificate/label displayed. Electrical equipment not belonging to the charity must have insurance cover for the event and a copy give to the Charity.
- 12 If you wish to use SDA noticeboards for any posters, notices, etc please see a member of staff.
- 13 The Executive Committee reserves the right to increase the hire charges at any time with three months' notice.

Other Conditions of Hire

1. Interpretation

In these conditions the following terms shall have the following meaning: “The owners” shall mean the Sussex Diocesan Association For The Deaf. “The Premises” shall mean the building owned by the owners at Brighton Deaf Centre, Carlton Hill, Brighton, BN2 0GW. “The Brighton Deaf Centre, being the premises, together with such parts of the premises as the owners may allocate for the use of hirers such as the hall. “A conference room” shall mean any room being part of the premises that the owners designate as such. “The hirer” shall mean any person who has made an application for a booking. “The Manager” shall mean the “owners” Manager or his/her authorised deputy. Words, which impart only in the singular, shall include the plural and vice versa. Where two or more persons are included in the term “the hirer” they are jointly and severally responsible for the observance and performance of these conditions.

2. Acceptance of conditions

The occupation of the hall or a conference room is permitted only on the following conditions. The owners reserve the right to alter or modify these conditions or to impose other conditions in any particular case. The booking of the hall or a conference room shall constitute an acceptance of the conditions of letting. If a temporary events notice or entertainment licence is required for the purpose of hiring then the hirer is bound by the conditions of that licence in addition to those set out below. The hirer shall ensure that all legislation relating to the use of the centre for the event, and the duty to obtain any licence or approval from any person or authority, is complied with.

3. Application for hire

A provisional booking will only be confirmed once written confirmation has been received along with an authorised signed contract/room booking form. Applications will not be accepted from persons applying on behalf of other persons, unless this is declared at the time of the application. The purpose of the hire must be stated at the time of the confirmation, and the hirer must use the hall or conference room for that purpose only. The owners reserve the right to refuse any application or to cancel bookings at any time.

4. Payment for hire rates

See Room Hire Booklet for more information.

5. Maximum capacity

The hirer shall not permit more than the maximum number of 100 people notified to him by The Sussex Deaf Association to be in any room at any time. The Sussex Deaf Association shall have the right to require people in excess of the maximum permitted number to leave either the room or, at the Centre Managers or deputy’s discretion, the centre.

6. Programme details

The hirer shall provide to the Sussex Deaf Association no later than 30 days before the beginning of the hire period a full programme of the event. The hirer shall bring to the attention of the Sussex Deaf Association no later than 30 days before the beginning of the hire period any activity planned for the event that might cause a nuisance to or have an adverse impact on other users of the centre.

7. Cancellation fee

See booklet for more information.

8. Force majeure

The Sussex Deaf Association shall not be liable for any loss or damage caused by any interruption in or failure to provide any staff, services or rooms where such failure is due to causes beyond the control of the Sussex Deaf Association.

If the Sussex Deaf Association, by reason of circumstances beyond its control, fails to provide the rooms or a material part of the rooms ready for use at the beginning of the hire period then (unless the parties otherwise agree) the hire agreement will terminate forthwith. The Sussex Deaf Association will be under no liability whatsoever to the hirer or any sub-licence for any loss or damage which they may sustain in consequence of such termination.

If the hire agreement terminates under this condition, the hirer shall be repaid all sums paid under the hire agreement, subject to the deduction of an amount equal to the sum of costs incurred by The Sussex Deaf Association up to the date of termination, and that part of the hire charge attributable to that part of the hire period which has elapsed prior to such termination.

In this condition "causes beyond its control" includes, without prejudice to its generality, fire, flood, tempest, riot, civil commotion, national emergency, explosion of any kind, strike, lockout, labour difficulties, war, shortage of materials, interruption of transport, water, electricity, gas, communication links or other services, and the need to execute urgent repairs to the centre.

9. Loss, damage and injury

The owners shall not be responsible for any loss or damage whatsoever to any property arising out of the hiring, nor for any loss, damage, personal injury or death which occurs during the hiring suffered by any person or persons visiting the premises in connection with the hiring, except to the extent that such loss, damage etc is caused by the negligence of the owners, its staff or agents. The hirers shall indemnify the owners against all claims arising out of such loss and damage or injury, and shall be responsible for taking all necessary safety precautions. Copy of insurance documents are to be given to The Association.

10. Damage to premises

The hirers shall indemnify the owners against all damage, which may be done to the premises, and all damage to, and loss of any fixtures, fittings, furniture or other moveable effects thereon, arising through or in the course of any hiring, and against the making good, repairing, replacement thereof. The owners shall be sole judges of the nature and amount of any damage done or loss suffered. In no circumstances may anything be affixed to any part of the premises, nor shall any other furniture be brought onto the premises without the express previous consent of the Centre Manager or deputy.

11. Signage

No external or internal decorations, flags, emblems, posters, placards, advertisements or notices shall be displayed upon or outside the premises without the previous express authority of the Centre Manager or deputy. The hirer shall use the Centre so that it is at all times maintained in a clean, tidy and safe condition. The hirer shall ensure that no person fixes anything to the structure or contents of the centre, marks, soils or damages the centre or its contents in any way. The hirer shall ensure that no person leaves anything in, or in any way obstructs, an emergency exit or stairwell, or obstructs any notice of any emergency exit.

12. Cleaning of the centre

The hirer shall no later than the end of the hire period ensure that the rooms are clean, undamaged and free from rubbish and remove from the centre any items which has been brought into the centre in connection with the event, other than items brought in by the owners. If in the opinion of the owners, the hirer has failed to comply with this condition, the owners may, at the hirer's expense, do all that is necessary to ensure compliance. The owners shall have the right to remove and discard anything left in the centre after the hire period has ended. The owners may at its sole discretion store at the hirer's risk any item that appears to be valuable. A charge determined by the Centre Manager or deputies may be incurred by the hirer for storage.

13. Special lighting, amplification or audio-visual equipment

All special lighting, amplification, loudspeakers and audio-visual equipment is in the sole charge and provided by the hirer. We accept no responsibility for technical problems experienced on the day of hire if a technician has not been ordered through the Centre.

14. Electrical equipment and installation

The hirer shall ensure that no electrical equipment is used in such a way as to damage or otherwise interfere with the electrical installations of the centre. The owners may, at its sole discretion, require that any electrical equipment shall not be used, and, if the owners think fit, may require such equipment to be removed from the centre. All temporary electrical installations are to be provided by approved electrical contractors and must comply with the requirements of the current edition of IEE "Regulations for Electrical Installations" which must carry a valid test label/certificate.

15. Health and safety

The hirer and his servants or agents shall comply in all aspects with the Health and Safety At Work Act 1974 and all subsequent related legislation and regulations. Where a company is contracted to prepare a room, the hirer shall ensure that the company provides to the owners thirty days before the start of the hire period a copy of its health and safety policy and copies of method statements and risk assessments for the work to be carried out. You will be given an induction about our Health & Safety Policy & Procedures at least 2 weeks before event takes place. Copy Health & Safety documents to be signed prior to event.

16. Persons under 16

No persons under the age of 16 shall be allowed on the premises in connection with the hiring, without the previous permission of the Centre Manager.

17. Insurance risks, indemnity and training.

The hirer shall in all respects comply with all conditions, which may be imposed by the owners' insurers in respect of any special or additional risks involved in the letting. The hirer shall take out insurances before the event and maintain during the hire period insurance in respect of their liabilities under condition 9. Clubs/Visitors must ensure when using the Centre all Committee Members ensure that persons are trained with Food Hygiene, comply with all Health & Safety requirements along with ensuring all visitors know what to do in the event of evacuation of the building. It is your responsibility.

18. Sub-letting

The hirer shall not sub-let the Hall or conference rooms.

19. Right of entry

The right of entry to the Centre is reserved to the Centre Manager and to any other person or persons authorised by him/she, or by the owners.

20. Maintenance of order

The hirer shall be responsible for good order being kept in the hall or conference rooms throughout the hiring and for providing stewards at suitable places on the premises, including the street level entrance and in the meeting itself, during the hiring. The owners reserve to themselves the right to refuse admittance to or eject any person or objects from the centre.

21. Auction sales

Auction sales are prohibited; no part of the hall shall be used for the purpose of an auction.

22. English law

The proper law of the hire agreement shall be English Law and the hire agreement shall be deemed to have been made in England.

23. Compliance

The hirer must comply with any instructions from the Centre Manager or deputies given before, during or after the hiring. In the event of the hirer refusing or failing to comply with any of these conditions, the owners may refuse admission to the premises, or terminate the hiring of the hall or conference room. In either event the hirer will still be bound by these conditions.

Please sign here you understand and agree to all terms & conditions of hire:

Print name: _____

Chair/Event Organiser 1

Signature _____

Print name: _____

Vice Chair/Event Organiser 2

Signature _____

Date _____

Address of hirer: _____

Contact details tel/fax/mobile/email
