

Diversity House Room Hire Terms and Conditions

Please, read carefully the following terms and conditions that will apply to the use of any meeting rooms which we agree to provide to you.

1. Hire Charges

The hire charges are as listed in our current Room Hire Leaflet or as agreed with Diversity House

2. Use of rooms

The hirer shall not permit more than the maximum number of people specified to be in any meeting room at any time. The hirer must declare at the outset the purpose of the hire and the room/s used for that purpose only.

3. Noise

The hirer, their staff, agents or visitors must not make or permit to be made any noise which may interfere with the use of other rooms within the building by other hirers, staff or adjoining neighbours.

4. Cleanliness and Breakages

The hirer must leave the premises in a clean and tidy condition. The hirer must indemnify the owners against any loss, thefts or damage however caused, during or in respect of the period of hire.

5. Catering

Food purchased from sources other than Diversity House must not be consumed on the premises without prior permission.

6. Third Parties

Applications on behalf of a third party must be declared at the time of application.

7. Applications / Requests for Hire

Diversity House reserves the right to refuse applications or requests for hire.

8. Use of Premises

The hirer and their visitors must only use those meeting rooms which are specified in the hire arrangement. They must vacate the building by the time specified. The hirer shall indemnify Diversity House from and against any loss caused by the hirer and visitors failing to vacate the building by the time specified. Diversity House reserves the right to charge the hirer for the use of the premises should they fail to vacate the building by the time specified.

9. Indemnification

The hirer shall indemnify Diversity House from and against all claims demands, actions or proceedings in respect of the death or injury howsoever caused to any persons while such person is in any part of the premises during the period of hire

10. Cancellation of Booking

- a. In extreme circumstances, Diversity House reserves the right to cancel any booking. A minimum of 14 days' notice will be given in the event of cancellation by Diversity House.
- b. Cancellation by the hirer shall incur charges as follows:
 - less than 2 days prior to the booking is liable to a 100% cancellation fee
 - less than 7 days prior to the booking is liable to a 75% cancellation fee
 - less than 14 days prior to the booking is liable to a 50% cancellation fee

- in excess of 14 days prior to the booking is not usually subject to any cancellation fee or charge.
- c. On the day of hire the owners reserve the right to terminate the letting forthwith if, in their opinion the hirer or visitors are in breach of any of the terms and conditions of hire. In that event the hirer, and visitors are required to leave the premises immediately, taking with them their possessions and equipment. Diversity House will not be responsible for any claims, losses, actions or damages incurred by or on behalf of the hirer in respect of this termination. Nor will any hire charge be waived.
- d. Any cancellations by the hirer must be made in writing - this can be via email.
email : info@diversityhouse.org.uk

11. Filming and Photography

No filming or photography in the building without prior written permission from Diversity House

12. Payment

Fees must be paid before the hirer uses the centre.

13. Public and Political Meetings

The hirer, their staff, agents or visitors must not allow a public or political meeting to take place in the building without prior written permission from Diversity House

14. Music

The hirer must not make or broadcast music without the express permission of the Diversity House. The hirer must in such cases organise any licence required for the use of copyright material.