



Room Rental Terms of Hire

The Procedure:

First Steps Count (FSC) will manage all bookings for the Centre through a booking system using Microsoft Outlook.

The Hirer will complete a Service Provider Registration Form to provide FSC with relevant information for invoicing. This form will be kept securely by FSC.

The Hirer will complete the Room Booking Form, available on the First Steps Count website www.firststepscount.org and specify dates, times, special requirements/requests in writing.

A member of the FSC team will confirm the booking with the hirer by email within 2 business days. This will be done through an Outlook calendar invite to the email address provided by the hirer.

If the requested room is not available, FSC will notify the hirer in writing and make attempts to negotiate an alternative space. FSC will notify the hirer in writing if special requirements cannot be met.

A tax invoice will be sent to the email address provided on the Room Booking Form.

The Hirer agrees:

- To use the Centre for the Use and for no other purpose
- To use the Centre at the times and dates as agreed in the booking
- To pay the rental fee
- That all people on the property of FSC are required to abide by FSC related policies and procedures, which are available through the Centre Leader or Director
- To ensure that the room and its surrounds are always in an appropriately clean condition
- That FSC will take no responsibility for any equipment left in the room or at the Centre by the Hirer

Phone: 0428045709

Email: admin@firststepscount.org

Website: firststepscount.org

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- That the Hirer is financially liable for any damages sustained to the Premises whether through their own action or through the action of the clients / participants / guests
- To provide a current copy of the Certificate of Currency for Public Liability Insurance which indemnifies First Steps Count Inc. of any responsibility
- To direct any requests or concerns to the Centre Leader of First Steps Count, or the Director if the Centre Leader is unavailable.

First Steps Count agrees as follows:

- The employees, agents, participants of the Hirer and associated personnel will have access to the Premises during the hours specified in the booking
- First Steps Count will not interfere with the reasonable use of the Premises by the Hirer during the booking
- First Steps Count assumes liability for loss or damage to the property or employees, participants, guests of the Hirer as a result of First Steps Count Inc.'s actions or negligence
- First Steps Count Inc. retains the right to enter the booked room at any time and to eject the Hirer for any breach of these terms and conditions
- First Steps Count Inc. may cancel this agreement without notice if extraordinary or unusual circumstances warrant such action

Cancellation Policy

The Hirer agrees to give 24 hours notice of cancellation to avoid being charged a 50% fee for the booking. Cancellation of the booking should be made in writing by email or by phone.