

- Hirers and users are expected to show respect for our premises and staff, as well as the various groups who use them. Young children are also present on our premises
- Please make sure you have carried out an appropriate risk assessment for your booking requirements including Health & Safety and Fire Procedures.
- We kindly ask all hirers to tidy up the rooms after use and to respect our resources by ensuring that toys and activities are replaced in their designated boxes. This helps us maintain a welcoming environment for everyone.
- Please note that if the rooms require extra cleaning or if resources are not tidied away properly, an additional charge of £15 will be applied to cover the staff costs of restoring the rooms for the next group.
- First Steps (Bath) accepts no liability for loss or damage to any property that is brought on to any of our sites.
- Time for setting up and clearing away must be allocated for within the allowed booking and rooms must be vacated by the stated finish time

## **Payments**

• Payments should be made in advance, by cash, bank transfer, a cheque made payable to First Steps (Bath), or by card; either in person, or over the phone unless payment terms have been agreed.

## **Damages and Loss**

• Any damage to or loss of First Steps (Bath) property will be charged accordingly to the hirer.

