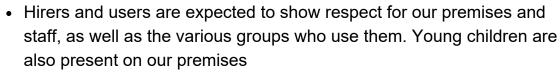


Booking Terms and Conditions





- Please make sure you have carried out an appropriate risk assessment for your booking requirements including Health & Safety and Fire Procedures.
- All Hired rooms (including kitchen facilities where applicable) should be left in the condition they are found at the start of the booking, otherwise a cleaning charge will be incurred.
- 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.



Booking Cancellations



- If a cancellation is confirmed at least 2 working weeks before the scheduled event date, no cancellation charge will be incurred and payment will be returned. However, if a cancellation is confirmed with less than 2 weeks' notice a £25 administrative fee will be charged or the full room hire cost, which ever is the lower.
- If a booking is cancelled due to First Steps (Bath) not being able to accommodate changes that a client has made, payment for the booking will be returned, but a £25 administrative fee will be charged.
- Any charges First Steps (Bath) incur due to the cancellation of a booking will be charged to the hirer (this includes refreshment & staff charges).

Damages and Loss

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

