

Interaction Services - Leisure & Lifestyle

Activity Room Hire – Terms & Conditions



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- All enquiries for use of the Interaction Activity Room must be completed either via:
 - Online booking form;
 - Emailing enquiry to leisurelifestyle@interactionservices.org ; or
 - By initial conversation with Interaction’s Leisure & Lifestyle Planner, or the NDIS Services Manager
- When completing the Activity Room hire booking form, the person who is completing the form and who’s signature appears on the form is subject to these conditions of hire and must be over 18 years of age
- Use of the Activity Room will incur a fee, as per Activity Room Fee Schedule. All agreed charges must be paid for prior to hiring, and no use of the Activity Room will be allowed until payment has been made
- Aside from tea/coffee preparation, use of the kitchenette within the Activity Room for cooking purposes incurs an extra cost – refer to the Activity Room Fee Schedule.
- The hire of the Activity Room does not entitle the hirer to use or enter the premises at any other time, other than the specified hours for which the room is hired
- The hirer shall not sub-let the Activity Room, and members of the public (other than those who the room is booked for) shall not be permitted to enter by the hirer
- All visitors making use of the Activity Room must ensure they are signed in to the staff (Simple In/Out) or visitor iPad systems. This includes outside of usual business hours
- There is to be no increase in the number of persons using the Activity Room above the number agreed upon the application
- All participants must be accompanied and supervised at all times whilst accessing the Activity Room
- The hirer/staff member shall ensure that good order is kept in the Activity Room during the hiring timeframe
- The hirer must not remove any equipment or furniture from the Activity Room. If such is required this must be agreed upon with the Leisure & Lifestyle Planner or the NDIS Services Manager. Either or the two will make those arrangements.
- Interaction staff reserve the right to cease any hire arrangements part way through the room hire, should it be deemed that activity is not properly conducted
- Interaction reserves the right to cancel any Activity Room booking without notice, for a cause beyond its control. In such an event the hiring fee shall be returned. Interaction shall not be held liable for any loss sustained as a result of cancellation of the hiring
- The Activity Room including all surfaces and equipment must be restored to its original condition at the completion of the hire.

INTERACTION | T 1300 668 123 | F 1300 131 665

ADDRESS Unit 6, 16 Lexington Drive, Bella Vista NSW 2153

PO Box 7020 Baulkham Hills BC NSW 2153

www.interactionservices.org  /InteractionServices  /interactionservices

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- The hirer (if another organisation) must confirm they hold adequate insurance for its attending workers and/or volunteers (Workers Compensation Insurance and Voluntary Workers Personal Accident Insurance)
- The hirer shall be liable for any claim, loss, damage or injury to any person or property arising from this hire
- All breakages or damaged items must be reported to the Leisure & Lifestyle Planner, or the NDIS Services Manager immediately, and costs may be incurred
- The right of entry to the Activity Room is reserved at all times to Interaction Management, and any Police or Fire Officer at any time during the course of the hire period
- Hirers must comply with reasonable health and safety instructions, such as evacuations or other directions to keep themselves and others safe
- Cancellation or postponing of bookings is allowed so long as notice is provided within 24 hours of the original hire booking time
- If cancellation is made less than 24 hours before the booking time, full payment still applies
- Late arrivals will be required to leave at the time that their reserved session was to end, unless prior arrangements are made with the Leisure & Lifestyle Planner, or their Manager/Supervisor

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