

Terms and Conditions of Hire

About Suffolk Babies

Registered Office Unit 7 Grange Business Centre, Tommy Flowers Drive, Kesgrave, Suffolk, IP5 2BY

Company Registration Number: 10269715

Conditions of Hire

The conditions of hire will be agreed between you and Suffolk Babies, including the period of time the hire includes, and any charges for the hire period.

Cancellations

We do not offer refunds for cancellations, unless more than 7 days' notice is given.

Entry to the Suffolk Babies Centre, Kesgrave

If we have not provided you with a key, then we will provide you with an access code for the key safe, situated next to the front door of the building. Please return the key to this safe after locking up, and ensure that both the safe and the front door are locked before you leave.

What is Included in the Hire

When you hire the studio you will also have sole use of the downstairs area, and you and your clients are free to use the facilities as you wish – including using the toys, refreshments and toilet facilities.

Please keep out of the reception desk area and ensure your clients and their children do not venture behind the desk.

Tidying up

When you have finished in the studio, please leave it in a clean and tidy condition, with mugs etc. washed up, dried and put away. Please ensure the toilet is left in a good condition, and that the studio and hang out areas are clear from toys, rubbish and dirt.

Please lock all windows and close the blinds in the downstairs front windows.

Valuables and Personal Possessions

Suffolk Babies do not accept responsibility for the loss or damage of any of your or your clients' personal possessions during your period of hire.

You may wish to lock the front door when you are running a class upstairs in the studio, especially for evening classes.

Buggy Parking at the Suffolk Babies Centre, Kesgrave

We request that clients park their buggies in front of the building, where possible and practical. We cannot take responsibility for the safety of buggies inside or outside the building. If clients do bring their buggies inside, please park them along the wall under the coat hooks, to keep the entrance way and desk area clear.

Health and Safety at the Suffolk Babies Centre, Kesgrave

You are responsible for the safety of your clients whilst using the Suffolk Babies Centre.

You and your clients are welcome to make hot drinks whilst at the centre, but you are responsible for your own and your clients' safety. We provide cups with lids, but be aware that these are not totally spill-proof, so please take care of yourself and others around you.

Please keep the stairgates within the centre closed at all times when children are in the building, and the doors to the kitchen and toilet closed.

Please keep children downstairs when not in a class, and do not allow them to play on the stairs or in the hallway area.

Please hang bags and coats on the hooks provided to keep them off the floor and out of the way of small children.

Client Parking

We only have three allocated parking spaces, so wherever possible clients should be encouraged to use the on-street parking outside of the business park. Please don't park in the vets' car park.

Exclusion of Liability

In the absence of any proven negligence, lack of due diligence, or breach of duty by Suffolk Babies, or its employees, the participation of you and your clients in activities at the Suffolk Babies Centre, is done so entirely at your own risk.

Reporting any Complaints

Any concerns or complaints should be directed to Suffolk Babies head office – Jo Cresdee, Suffolk Babies, Unit 7 Grange Business Centre, Tommy Flowers Drive, Kesgrave, Suffolk, IP5 2BY, or email Jo@suffolkbabies.co.uk. If you do not wish to speak to Jo you can alternatively write to Katie Mackenzie at the same address, or email katie@suffolkbabies.co.uk.