

General Terms and Conditions

These General Terms and Conditions are in addition to the terms and conditions attached to your agreed booking.

- Access cards and keys will require a \$50.00 deposit. If a card and/or key is lost the deposit is forfeited. Another deposit is required for the replacement access card and/or key.
- Room rental includes utilities (electricity, water), and regular cleaning.
- Users can access the wireless internet at no charge. Please do not download large files. High levels of downloads will result in loss of access.
- You can access the printer/photocopier at no charge. Please be respectful on volume of printing. Excessive printing will incur a loss of access and/or a charge. Please use black and white/grayscale over coloured printing.
- Access to the kitchen is available to room-users (not clients). Please ensure you wash and dry any crockery, glassware, cutlery or utensils. Please ensure you clean surfaces and equipment. Failure to do so may result in a cleaning fee.
- Counsellors/therapists (room-renters) must maintain appropriate professional registration plus professional indemnity insurance and public liability insurance. A copy of these is to be made available to the manager on initial registration and upon request at any time during the ongoing usage of the rooms.
 - Permanent (Regular) Room Booking and Permanent (Annual) Booking clients **may not sub-let** their booking/rooms.
 - These room users may be permitted to allow their staff (sub-contractors) to use their rooms.
 - All staff (incl. sub-contractors) **MUST** be interviewed/met by the management.
- Rooms must only be used for purposes that are appropriate to the counselling/therapy qualifications and registration/accreditation of the practitioner concerned.
- Rooms must be left in a clean and tidy state. Lighting, heating, cooling must be turned off and the door to the room left open.
- If you are last to leave the Carringbush Counselling Rooms you must check all heating/cooling/lighting is turned off and the door to the office suite and external doors to the building are locked.
- Any damage to rooms property incurred by you or your clients must be reported and paid for.
- Payments of accounts must be kept up to date. Late fees will be charged on overdue accounts.
- You must be available to meet and greet your client and to see the client off the premises (after hours).
- You must show professional courtesy to other counsellors/therapists and their clients. This includes vacating the room on time when there is a following booking.
- Loss of keys/access cards will result in you being liable for cost of change of locks. (N.B. There is three floors of offices who will be affected by a need to change locks for building access!)
- Noncompliance with these terms and conditions will result in access to the rooms being denied.

SECTION A – Casual Rentals

- You can casually rent rooms for professional services Monday to Sunday 700am until 1000pm. Other times by arrangement.
- Room availability is only guaranteed on booking.
- Rooms must be booked for the time spent with the client. If you found seeing a client in a room without a booking you will be charged for the following time.
- Fees for casual room rentals are outlined below. Fees are reduced on volume bookings.
- Cancellation fees apply. If a room booking is cancelled twenty-four (24) hours or less, the cancellation fee is the **standard** room rental (i.e., \$25.00 +GST). If the room cancellation is greater than twenty-four hours and seven (7) days or less then a cancellation fee of \$7.00 (+GST) applies.
- You will be invoiced at the end of the month for the previous month's usage.
- Please see the "General Terms and Conditions" for further terms and conditions.

Casual Room Rental Fees (exclude GST)

Room	Up to 15 Session/month	16 – 31 Sessions/month	32 – 48 Sessions/month	49+ Sessions/month
One to Four	\$25.00	\$22.50	\$20.00	\$17.50

Section B – A Regular Block Booking

- You may only wish to book a regular block of time for a short period (as opposed to a 26 week/6 month or a more permanent annual booking).
- You can book for a four-hour or eight-hour block (longer by negotiation).
 - Four-hour block bookings must be:
 - 700am – 1100am
 - 800am – 1200pm
 - 900am – 100pm
 - 1200pm – 400pm
 - 100pm – 500pm
 - 400pm – 800pm
 - 500pm – 900pm
- You agree to a minimum of a twelve (12) week booking period.
- Unused time is non-refundable. If you do not use your booked block, you are liable for the fees. If you book over a public holiday you are liable for the fees.
- Changes are not permitted to the block booking.
- Rooms One to Four are available, subject to existing/current bookings.
- Room useage outside of agreed/booked block/s will result in casual room rental rates being applied.
- The room will be rented at other times.
- You will be invoiced one-month in advance (i.e., block-cost x weeks/months). For example, you book an eight-hour block for a 14-week period. $\$140.00 \times 14/3 = \653.35 – you will be invoiced \$635.35 per month for three months (+ GST).

Regular Booking Rental Fees (exclude GST)

Room	Once per Week	Twice per Week	Thrice per Week
Four-Hour Block	\$80.00	\$144.00	\$192.00
Eight-Hour Block	\$140.00	\$252.00	\$336.00

Section C – Permanent (Regular) Room Booking

- You may wish to book the room for a permanent (regular) period. This is longer commitment of a minimum of 26 weeks or six months.
- Bookings must be in four-week (monthly) increments.
- Rooms can be booked for one, two, three or four days per week.
- Unused time is non-refundable. If you do not use your booked day, you are liable for the fees. If you book over a public holiday you are liable for the fees.
- Changes are not permitted to the regular booking.
- Rooms One to Four are available, subject to existing/current bookings.
- You will be guaranteed use of the room between 700am until 1000pm on your booked day/s.
- Room useage outside of agreed/booked block/s will result in casual room rental rates being applied.
- The room will be rented at other times.
- You will be invoiced one-month in advance (i.e., block-cost x weeks/months). For example, you book an one day per week for a 26-week period. $\$120.00 \times 26/6 = \520.00 – you will be invoiced \$520.00 per month for six months (+ GST).

Regular Booking Rental Fees (exclude GST)

Room	One to Two Days per Week	Three Days per Week	Four Days per Week
Rooms One to Four	\$120.00/day	\$102.00/day	\$90.00/day

Section D – Permanent (Annual) Booking

- You may wish to book a room for a (calendar) year. A minimum of a twelve (12) month commitment is required.
- The room is available to you twenty-four (24) hours per day, seven (7) days per week for the twelve (12) month duration.
- You may not sub-let the room without permission of Griffon Services Pty Ltd.
 - You may be permitted to allow your staff (sub-contractors) to use the rooms.
 - All staff (incl. sub-contractors) **MUST** be interviewed/met by the management.
- Unused time is non-refundable.
- Changes are not permitted to this booking.
- Rooms One to Four are available, subject to existing/current bookings.
- Room usage of other rooms will result in casual room rental rates being applied.
- You will be invoiced one-month in advance (i.e., annual cost/12 months). For example, \$11,000.00/12 = \$916.67 per month (+ GST).

Permanent (Annual) Booking Rental Fees (exclude GST)

Room	Annual	For comparison only.	
		Weekly	Daily (5 days)
Rooms One to Four	\$12,000.00	\$230.77	\$46.16