**Essential Space room hire agreement**

Welcome! We hope that you will find everything you need to support your clients at Essential Space. To join our group of practitioners we ask that you read and agree to the following terms and conditions, please send back to us signed and dated along with a copy of your insurance. If you are/or your organisation are working with young people, please also provide a copy of your DBS.

**Please see below our joining terms and conditions**

**Conditions of use for Alleyne Lodge and Kingsley House:**

1) This Agreement allows the practitioner to enter the room at times mutually agreed in advance and only offering the business agreed when joining. If you wish to change this at any point, you must let your ES contact know. The business agreed must be in line with our ethos of providing a space for self-development and well-being.

2) This Agreement is open-ended and shall continue until either party gives not less than one month’s notice in writing using the following email [info.essentailspace@gmail.com](mailto:info.essentailspace@gmail.com)

3) Room bookings are to be made by the practitioner via the online booking system, Skedda. Please allow a 15-minute handover gaps when booking. If booking a training session where you may require a longer set up time, please allow for this when booking your time in the room, leaving yourself enough time to clear away before anyone else uses the facilities.

4) For adhoc 1-1 bookings, the room rental ranges between £8 - £12 depending on what building/room you are using. The largest room we have is South at Alleyne Lodge these rooms are £10.00 per hour for 1-1 sessions (please indicate 1-1 or group in the booking title) and group bookings in **any of our rooms** (more than 3 people) is £13.00 per hour, this is to support the extra cleaning and wear and tear on facilities.

All rooms at Kingsley House are £10 per hour and include use of the onsite carpark upon a first come first serve basis. There is further parking outside on the local area roads.

5) For pre-booked regular full day bookings and hours of hire reaching over 35 hours a month, we offer a discount, please contact us to check availability for regular hire.

6) Any sessions booked to support one of our community CIC projects, do not incur hire charges. Please put the client code in the booking title when booking, if this isn’t shown, you will automatically be charged for the hire.

7) A minimum of 4 hours per month room rental is required for a practitioner to be added to our Essential Space website and social media pages.

8) Invoice payments are made by bank transfer on receipt of invoice. Invoices will be sent out monthly, usually falling within the first week of the next month.

9) The practitioner agrees to provide as much notice of cancellation as possible. Cancellation of any booking with less than 24 hours will result in the full fee being due.

10) Included in the rental agreement are use of the room, business card viewing point, website profile (if using over 4 hrs a month), toilet, kitchen, storeroom, water supply, electricity, and heating. No parking included, unless booking for the day, and this must be agreed in advance with SJ or Leann. Equipment drops available at the front of the building, or for clients to be dropped off or picked up.

**11) The practitioner hereby agrees to the following:**

a) To keep the room clean and tidy. Rooms must be left as found, in an appropriate condition for the next therapist.

b) Remove the waste generated by your session and dispose of in the main kitchen bin or toilet.

c) Agree to be responsible for the condition of the rooms during the occupation and agree that any loss or damage occurring during your occupation of a room will be charged to yourself.

d) To write your name and time leaving on the wipe board and remove when you depart.

e) To wash up and dry any glasses/cups you may have used.

f) To leave the internal therapy room door closed when the room is in use and to leave it open when you are departing, using the door stops provided and adjust the door sign to let others know the room is occupied/available.

g) To keep noise in the corridors to a minimum and respect other sessions taking place.

h) Not to display advertisements or notices of any kind without prior consent by email, this includes any additional leaflets in the lobby area. Use of pin boards in both buildings must be agreed prior to adding to the board.

i) To arrange for adequate Professional Insurance cover in respect of your business with insurers of repute and to provide a copy of the policy with each yearly membership renewal.

j) To pay your rental bill within 14 days of invoice.

k) Accept full responsibility for and agree that Essential Space shall not be liable to you at all, including in respect of claims, damages, losses, expenses, any negligence, treatments or appointments made between yourself and your clients, including and not restricted to our premises.

L) If in a pandemic or national crisis, act appropriately depending on your governing body guidelines and insurer. Follow the protocol regarding keeping yourself, the client, and your space safe.

m) Keep the Essential Space building/area secure, closing windows and setting the alarms if required on departure using the key/codes provided. Door codes to enter the building must not be shared. Do not share the entrance key with anyone else. The cost to have your own key is £25.00, this is a non-refundable fee, covering key cutting costs, and time for someone to do this. Your key fee should be paid for in cash when you first begin your rental agreement or in your first invoice.

**12) GDPR**

a) We keep electronic records of all practitioners contact details and email invoices and to communicate general correspondence. These details are stored in a password protected excel sheet (the computer they are stored on is also password protected). b) Your email address will also be stored in our online diary, email system, and our website if applicable. c) We never share your details without first consulting yourself. If you have your business cards displayed in the lobby area, then we naturally presume you will be happy for these same contact details to be shared via email/phone with any potential clients. We ask you, not to leave any confidential notes unattended in the building.

**13) Essential Space agrees to provide:**

a) An electricity supply to the rooms but shall incur no liability in the event of a failure of supply for whatever reason.

b) To supply heating and hot water.

c) To maintain the toilets and provide general caretaking services.

**Practitioner Name:**

**Company Name and Website:**

**Email:**

**Telephone:**

**Signed: Date:**

**Please provide a copy of your insurance**

**Manager Signatures:**  

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