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## Conditions of Hire

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### **For All Practitioners**

1. Bookings are arranged after Practitioner provides all documentation requested by the Gestalt Centre (GC).
  2. The GC reserves the right to allocate a different space at any time without prior warning.
  3. Room hire is for the hours stated on the invoice/confirmation email and cannot be extended when possible without prior agreement, or arrangement with the GC Admin Team.
  4. The Practitioners shall be responsible for the **space** they occupy and all that is in it – themselves, their client, all equipment and furnishings – and that it **is left tidy, in the same condition as found**, and the door signed is switched to **VACANT** at the end of their session. Practitioners may not take any items from another room; if they require anything not already in the room they have booked, they must raise the issue with a member of GC staff who will aim to deal with it.
  5. The Practitioners shall be responsible for any damage caused to any property, fixtures, equipment, furnishings or exhibits, whether GC property or brought in to the premises by themselves or their client. The Practitioners **must report any damage done to GC property** to GC staff.
  6. The **GC does not provide store space for bicycles, push chairs, luggage etc.** in the communal areas or in the rooms. If it can't be taken into the room practitioner and client are using, it must be left outside the building. In case of bad weather the owner must prevent damage of the GC property if the belongings are brought into GC premises.
  7. **ONLY** the GC receptionist is permitted to let all clients and visitors to the GC in during the office hours Monday - Friday from 8:30am till 8.30pm.
  8. The **GC receptionists do not provide any admin services to the Practitioners**. Any messages left for the Practitioner on the GC voicemail or phoned through will be passed on to the practitioner when possible.
  9. The access to the GC **kitchen** is granted to all Practitioners. Nonetheless, the Practitioner agrees not to help themselves to any food/drinks left in the kitchen by the GC staff unless clearly marked for the Practitioners to do so.
  10. The GC reserves the right to amend its **Price List** or other details shown in our documentation. Practitioners will be charged according to the price agreed at the time the booking is confirmed with the exception of **students graduating** during the year invoiced: the full practitioner rate will be charged from the month following completion. The GC member rate will be charged from the time the graduate pays their membership fees, should they decide to become a member.
  11. The GC shall not be responsible for any loss of business due to any breakdown of machinery, failure of supply of electricity, fire alarm, telephone, leakage of water, fire, severe weather conditions, riot, government restriction or act of God which may cause the premises to be temporarily closed.
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**Conditions of Hire (cont'd)**

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12. The GC reserves the right to terminate any agreement without reason or explanation, giving a minimum of three-month notice.

**For Slot Bookers**

13. The slot bookings are not refundable during periods of Practitioner's absence, public holidays and official GC closure time in December. The management of space in the GC remains the responsibility of GC staff and the GC reserves the right to use available space as necessary. If a portion of the practitioners slot is sub-let during their absence, the practitioner will be credited with the hourly amount they have already paid.

14. Neither the GC nor the Practitioner may cancel a slot booking without a minimum of one month's notice unless the Practitioner does not fulfil the conditions set out above (page 1). The one month's notice will commence from the 1<sup>st</sup> of any month, therefore if notice is given in the middle of a month, it will be effective from the 1<sup>st</sup> of the following month.

**For Ad-hoc Bookers**

15. Any ad-hoc booking can be made no more than one week before the date of booking.

16. The hourly day time rate is £15 (£13 for GC students, £12 for tutors), and the evening rate is £17 (£14 for GC students, £13.00 for tutors). For regular ad hoc bookers, ad hoc room bookings will be invoiced on the last working day of the month, and payment is due 7 days from the date of the invoice. If payment is not made by the agreed date, no further ad hoc bookings will be taken until the invoice is cleared.

17. If you want to cancel your ad-hoc booking, you have to give any of the GC admin staff 24 hours' notice not including weekends or bank holidays or leave a voicemail at least 24 working hours prior to the start of your booked session. Otherwise you will be charged the full amount on the date, and eventually late and penalty charges.

18. If you need more than 3 therapeutic leather chairs, or additional equipment for your booking, please let us know when you are booking the room as the required items may not be available upon your arrival (the access to the room where the items are stored may not be possible due to the commercial or other ad-hoc bookings).

I agree to abide by these conditions of hire

NAME

SIGNATURE.....

DATE .....