**Room Hire Agreement**

**1st January 2022**

This document contains to Terms and Conditions for room hire at Pretty & Preloved of Byfleet, 21 High Road, Byfleet, KT14 7QH.

1. **Definitions**

“P & P” = Pretty & Preloved of Byfleet or its agents or employees.

“Hirer” =The person or organisation taking responsibility for renting a room or rooms on the premises of the Pretty & Preloved of Byfleet Shop.

1. **Rooms at Pretty & Preloved of Byfleet Shop**

Pretty & Preloved shop has a range of rooms for hire, available from 8.00 am to 9.30pm Monday to Saturdays. Sundays may be available in certain circumstances, please contact us to discuss. Both counselling rooms are on the first floor, accessed only via a staircase. Both have large opening windows and are cosy and private.

**Room 1 –** Is opposite the kitchen facilities, has 3 armchairs, small tables, throws, cushions, lamps, pictures and is more of an adult friendly room. It has a lovely big, opening window with a bamboo blind.

**Room 2 –** Is next to the bathroom facilities and that are suitable for use with children within counselling sessions. There is also a playmobile dolls house with accessories and some cuddly toys. This room is geared towards children’s therapy, but can be used for adult therapy as the toys can be put away.

* 1. **Access and Facilities**

The rooms can only be accessed by a set of stairs to the 1st Floor. There is parking available at the front of the shop, at the rear of the shop and at various places within Byfleet Village. Please see map attached for access to rear parking facilities, however, **Please Note;** access to rear parking is through an unmade road and although passable, does have potholes. Access and parking are strictly at your own risk. There is an automated spotlight on the rear of the building as well as a separate key entrance at the rear of the shop, through the sorting room.

There is also an entrance with separate doorway through the front of the shop.

* 1. **First Floor**

The first floor is accessed via a staircase through front or rear of the premises. It consists of 2 medium sized private therapy rooms, a kitchen and bathroom. There is also a large office/storeroom all of which are off a corridor. Each therapy room has at least 2 armchairs, cushions, throws, pictures, clocks, pens and notepaper. The kitchen has a sink, kettle, microwave, fridge and dishwasher. There are water jugs and glasses available for use within the therapy rooms. ***The kitchen and bathroom facilities are available for use of room hirers and their clients.*** We ask for them to be left as they are found please.

1. **Terms and conditions for room hire**

All hirers are bound by the conditions of hire and by booking a room agree to these conditions and certify that they have met all the conditions of hire, including Professional regulation.

**3.1 Professional regulation**

**a. Counselling & Psychotherapy**

All Counselling and/or Psychotherapy practitioners applying to practice from Pretty & Preloved’s premises must provide documented evidence that:

* They hold current and adequate professional indemnity insurance
* They are qualified to practice and/or are part of The Matthew Hackney Foundations Volunteer Counselling team
* They are currently under regular professional clinical supervision to BACP/UKCP standards
* They hold current membership of an external regulating body such as BACP and/or UKCP

**b. Non-Counselling & Psychotherapy**

This includes practitioners in complimentary therapies, massage, body work, aromatherapy, dnce movement therapy, art therapy etc. When applying to practice from P & P premises, must provide documented evidence of;

* Current and adequate professional indemnity insurance
* Completion of recognised training in their profession to Diploma standard
* Current membership of an appropriate external professional regulating body

**3.2 PAYMENT**

**Counselling Room Rental:**

If you have not used our rooms previously, payment is made to be made upfront at the point of booking. An invoice will be issued at point of booking and payment should be made immediately. Any cancellations made within the notice period (see section 4.5) will be credited to your account. Should the room renter accrue a large amount of credit that will not be used to hire further rooms then a refund can be requested at the end of each month.

For counsellors who currently work or volunteer with The Matthew Hackney Foundation, an invoice will be issued at the end of each month, payment should be made within 2 weeks of receipt.

We accept payment by BACs (preferably), cheque or credit/debit card or cash. If paying by BACS make sure the invoice number is quoted as a reference. Non-payment of invoice may result in the booking being cancelled and will result in the Hirer being unable to make further room bookings until all outstanding fees are paid. Non-payment beyond 30 days may result in formal recovery action

**3.3 CONDUCT**

**a. General**: The room hirer is responsible for their own conduct, as well as the conduct of their client(s) at all times. This includes the communal areas; the hallway, kitchen, bathroom, stairs, shop and the areas outside of the building. The conduct should be of a professional nature, which is conducive to the nature of the service that is provided, incorporating a high level of respect for all other users of the building. This includes, but is not exclusive to, the following specific areas:

**b. Noise**: In order to preserve the quiet environment for counselling and training, Hirers and their clients must speak softly in the areas immediately outside the counselling and training rooms.

**c. Room Care:** We aim to maintain rooms in a pleasant and comfortable condition. If you break or discover broken furniture, fixtures and fittings, please report it as soon as possible to a representative of P & P or a member of staff. If you are using the building when no other persons are present, please make a note in the diary and email/call Penny Hackney. Contact details can be found in the front of the diary and at the bottom of this form. Food and drinks (except water) are not permitted at any time in any training or counselling room. Lighting naked flames or candles is not permitted in any room.

**d. Room Use**: A room booking is for a specific room. You cannot switch rooms or extend your time, without receiving prior approval from Penny Hackney or Anne Harrison. Using a room without booking will result in the occupiers being asked to leave immediately. Comunal areas may never be used for meeting, counselling or training.

Please ensure you allow enough time to leave the room you have booked in good time and in good order. Cleaning wipes are provided in each room and there is use of a hoover in the kitchen, should you need to use it. Please ensure surfaces within hired room are wiped using the provided cleaning wipes after each client.

Users must respect the bookings made by others and should time their sessions so that subsequent users have free access at the start of their booked slot. It is not reasonable for bookers to have to ask the previous occupant to vacate the room. Where this is not observed we may have to withdraw booking rights.

**e. Personal Possessions:** You are responsible for your personal possessions. Pretty & Preloved or The Matthew Hackney Foundation does not accept any responsibility for lost equipment or personal possessions. You are advised to keep all personal belongings with you at all times.

**f. Non Violence:** Physical violence is not acceptable on Pretty & preloved premises. Violent and or abusive behaviour will result in those involved being asked to leave immediately. Violence against a member of staff or representative will always result in prosecution.

**g. Alcohol and Drugs**: Alcohol or illegal drugs may not be consumed on the premises; nor may a Hirer or client enter the premises under the influence of alcohol or illegal drugs.

**h.Messages**: Pretty & Preloved does not provide a service to take messages for clients or room users. You must contact your client directly, if there is a change in circumstances, or have a plan with each client outlining what they should do if you are late or do not attend a session.

**i.No Smoking Policy**. In accordance with the law, the entire building is a no smoking area.

**3.4 SECURITY** Pretty & Preloved shop is open Tuesdays to Saturdays between 10am and 4pm. You and your client are able to gain access to the building during these hours by through the front main door or the back door via the unmade road and our parking at the rear of the property (Please see attached map for details of how to access this). **Please note that this is an unmade road and although is passable, it is uneven and has various potholes. We cannot accept responsibility for any damage to your vehicle or personal accidents. Please take great care if accessing the premises this way**.

The recommended practice (especially for meeting a first-time client), is to meet your client(s) at the front door or rear door. Please ensure you and your client are signed in to the building within the signing in book which will be in the ground floor hallway (with the room diaries). It is perfectly ok to sign your client in using ‘client a’ rather than their name for privacy. It is important that this book is kept up to date should their be an emergency. Before your first hire, our fire safety procedures will be shown to you .

If you are entering after hours, you will be met by a representative, or given keys to the premises. You will be shown how to access the premises after hours. If meeting your client alone, we ask you to read, digest and follow our lone working policy for your safety. If given keys to the premises you will be asked to sign for these, and return in a timely manner.

On entering or leaving you must never let anyone else into the building unless they are your responsibility (i.e. your client(s)). When letting people into the building please ensure that they are your client(s). If someone forces their way into the building, or you see someone enter who you have reason to suspect does not have business in the building, please notify a member of staff immediately using contact details below ( also written within the room booking diaries).

**3.5 PUBLICITY** We are open to allowing promotional materials to be posted or distributed in certain areas of the building – such as the notice boards in the Kitchen. All publicity materials must be pre-approved by a employee. If you wish to have information posted or distributed please hand it to ran employee – do not post it yourself. Materials that are displayed without approval will be removed.

**4. ROOM BOOKING PROCESS**

**4.1 First Time** To start using rooms at the Pretty & Preloved you will need to write/email to Pretty & Preloved and explain how you will be using the room with the relevant details of your background and experience that justifies your proposed use of the room in accordance with the section on Professional Regulation in Terms and Conditions above. You will be notified regarding the our decision to accept you as a Hirer within 4 working days. No one will be permitted to rent rooms at Pretty & Preloved until they have signed and returned the form accepting these terms and conditions and provided the necessary documentation (see 3.1 a/b). It is the responsibility of the Hirer to be aware of and to comply with all aspects of the document.

**4.2 Booking Rooms**

**a: Counselling Room Rental**: The room hirer is responsible for booking their rooms after the initial registration meeting/agreement. They can book for a 60 day on-rolling horizon. Renting hours are 8.00am-9.30pm inclusive; before 5.30pm each day rooms can be booked in multiples of 30 minutes ongoing, after which rooms will only be booked on the half hour and for a maximum of 60 minutes.

To book a room please use contact details below or you can book in person via Pretty & Preloved shop, providing you have pre-registered. We have a room diary for each room

**b. Workshop, Training or Meeting Room Rental:** **Please note that this room is not available yet, For information only.** All rooms required for groups or to accommodate larger numbers (maximum 8) must be booked through Penny Hackney. These include Supervision, Workshops, Training, Conferences, Meetings and Group Counselling sessions. Bookings will be invoiced in advance and invoices are for immediate settlement, unless you are working or volunteering on behalf of The Matthew Hackney Foundation. If so, invoices will be sent at the end of every month.

**4.3 Restrictions**

Booking is for a specific time and specific activity agreed with us. Any variations will be regarded as a new booking and must have our prior agreement. We reserve the right to move a booking to a different room of similar size.

4**.5 Cancellations**

1. Cancelling a Regular Booking 48 hours’ notice is required for all one to one room hire cancellations, otherwise a full charge is made.

2. Cancelling workshops/large training room hire 1 week’s notice is required for all large group room hire cancellations otherwise a full charge is made.

**4.6 Amendments**

Whilst every effort will be made to manage amendments to a booking, we cannot guarantee to be able to accommodate changes. Any changes within 48 hours of the original booking will be counted as a cancellation and rebooking.

**4.7 Counselling Room Rental Charges**

Counselling rooms are booked on an hourly basis timed on the hour Counselling Rooms Rates;

08.00 – 17.00 £6.50 per 30 minutes/£12 per hour

17.00 – 21.30 £6.25 per 30 minutes/£12.50 per hour

For Counsellors working/volunteering on behalf of The Matthew Hackney Foundation

08.00 – 17.00 £5 per 30 minutes/£10 per hour

17.00 – 21.30 £5 per 30 minutes/£10 per hour

**4.8 Training Rooms Rental Charges** Larger room/training room will be booked on an hourly basis timed on the hour. Prices to be advised when room is ready for hire.

**SANCTIONS FOR BREACH OF THIS AGREEMENT** We reserve the right to remove for the remainder of the day any person who does not observe these policies, without refund for that day. Failure to observe these policies may also lead to permanent termination of the Hirer’s use of our facilities. See also Section 3.2 Payment.

**Contact Details**

**For new and existing bookings**

Penny Hackney

Tel 07876798137

Penny.hackney@hotmail.com

**Pretty and Preloved shop**

**For amendments of existing bookings during opening hours only**

(opening hours Tuesdays to Saturdays 10am till 4pm)

**07869 211804**

**Room Hirer’s Agreement**

**Detach, complete and sign this sheet**

A signed Room Hirer’s Agreement sheet is a pre-requisite for room bookings.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby agree to the Terms and Conditions Pretty & Preloved’s Room Hire Agreement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm that I have no health issues, such as heart problems, serious allergies or any health issue that may cause you to pass out** Yes/No

How did you hear of our room rental facilities?