

THE FOLLOWING ROOM HIRE AGREEMENT MUST BE COMPLETED AND SENT TO INFO@CHEAMCOUNSELLING.CO.UK IN ORDER TO COMPLETE YOUR BOOKING. THIS WILL ONLY BE REQUIRED FOR YOUR FIRST BOOKING AND WILL REMAIN ON FILE FOR FUTURE BOOKINGS OR UNTIL YOU ASK US TO REMOVE YOUR DETAILS FROM OUR SYSTEM.

ROOM HIRE AGREEMENT (HOURLY HIRE)

This Agreement is made between:

Owner/Provider: Rachael Penaluna-Robertson

Address: 187 Church Hill Road, Cheam, SM3 8NG

Telephone/Email: 07432203851

("the Owner")

and

Hirer: _____

Organisation: _____

Address: _____

Telephone/Email: _____

("the Hirer")

1. ROOM DETAILS

Room/Venue: Cheam Counselling Private Practice

Venue Address: Rear of 187 Church Hill Road, SM3 8NG

Date(s) of Hire: Ad hoc

Hire Time: Ad hoc hourly bookings

Purpose of Hire: To provide counselling and other therapeutic services

Room capacity total: 4

2. HIRE FEES

Wednesday 8am to 3:30pm - £12 per hour

Wednesday 3:30pm to 9:45pm - £15 per hour

Thursday 3:30pm to 9:45pm - £15 per hour

Friday 8am to 3:30pm - £12 per hour

Friday 3:30pm to 9:45pm - £15 per hour

Saturday 8am to 2:15pm - £15 per hour

Sunday 8am to 2:15pm - £15 per hour

Bookings are strictly for 1 hour, however an additional 15 minutes has been incorporated to allow for the hirer to leave before another potentially arrives. Please stick as closely as possible to your 1 hour leaving time in order to maintain confidentiality.

Payment Due Date: Once owner has informed the Hirer the date/time is available, in order to secure the booking.

The booking shall not be confirmed until payment has been received unless otherwise agreed in writing by the Owner.

Payments should be made via the Lemon Booking platform where possible, otherwise a bank transfer can be made directly to the owner:

Santander

Account Name: Rachael Penaluna-Robertson

Sort Code: 09-01-29

Account Number: 68560146

3. USE OF THE ROOM

The Hirer shall use the Room solely for the purpose stated in this Agreement.

The Hirer shall not:

- Exceed the agreed occupancy limit.
- Carry out any unlawful activity.
- Cause nuisance, disturbance or annoyance to neighbouring occupiers.
- Make alterations to the Room or any fixtures and fittings.
- Use hazardous substances without prior written consent.

4. ACCESS AND VACATING

Although the Room should be vacated before the Hirer's allocated start time, the Hirer must always knock before entering in order to maintain confidentiality.

The Hirer must not enter if a session appears to be in progress. If this unlikely event occurs, please contact the owner immediately.

The Hirer shall ensure that the Room is vacated by the agreed end time.

The hire period includes any set-up and clear-down time unless otherwise agreed.

Additional charges may apply where the Room is not vacated promptly.

5. CONDITION OF THE ROOM

The Hirer agrees to leave the Room in a clean and tidy condition.

All rubbish generated during the hire period shall be removed or disposed of in accordance with the Owner's instructions.

Furniture and equipment must be returned to their original positions unless otherwise agreed.

6. DAMAGE AND LOSS

The Hirer shall be responsible for any loss, damage, breakage, staining, defacement or deterioration to the Room, building, fixtures, fittings, furniture, equipment or other property belonging to the Owner arising during the hire period and caused by:

- (a) the Hirer;
- (b) any guest, attendee, contractor or invitee of the Hirer; or
- (c) any activity connected with the Hirer's use of the Room.

The Hirer agrees to reimburse the Owner for the reasonable cost of repair, replacement, cleaning, loss of earnings or reinstatement of any such damage.

The Owner shall notify the Hirer of any damage identified as soon as reasonably practicable and may provide evidence of the damage and associated costs upon request.

The Hirer shall report any damage occurring during the hire period immediately to the Owner.

The Hirer shall ensure that no items are removed from the Room and that the Room and client/s is/are not left unattended at any time.

8. LIABILITY

The Owner accepts no responsibility for loss, theft or damage to any property belonging to the Hirer or any attendee.

The Hirer shall be responsible for the conduct and safety of all persons attending.

9. INSURANCE

Where appropriate, the Hirer shall maintain adequate professional body membership together with professional and public liability insurance for the duration of the hire and shall provide evidence of such insurance.

10. CANCELLATION

If the Hirer cancels:

The Hirer shall receive a 100% refund of any hire fees paid if the booking is cancelled at least 48 hours prior to the scheduled hire time.

The Owner reserves the right to cancel the booking where circumstances beyond their reasonable control make the Room unavailable. In such cases any fees paid shall be refunded in full.

11. HEALTH AND SAFETY

The Hirer shall ensure that emergency exits remain unobstructed at all times.

The Hirer should ensure that all heating and air conditioning is turned off before they vacate the Room.

12. PROFESSIONAL STATUS AND REPRESENTATION

The Hirer is an independent practitioner and not an employee, agent or representative of Cheam Counselling.

The Hirer must not advertise, state or imply that they work for or are employed by Cheam Counselling.

The Hirer must clearly communicate to clients that they operate independently and are solely responsible for the services they provide.

13. ACCESS AND KEYS

Once booked an access code will be sent to you. This key code should only be used for the specific hire times that are booked and paid for. The code should not be shared with anyone else.

14. GENERAL

This Agreement does not create a tenancy or lease, it is a licence to use the Room only at the prebooked times.

This Agreement constitutes the entire agreement between the parties and may only be amended in writing.

Any dispute arising from this Agreement shall be governed by the laws of England and Wales.

SIGNED BY THE HIRER

Name: _____

Signature: _____

Date: _____

SIGNED FOR THE OWNER

Name: _____

Signature: _____

Date: _____