

Room Rental Agreement

This is an agreement between The Treatment Works Ltd and the practitioner who would like to rent the therapy rooms for private practice.

Clinic location: 65-69 Barnton Street, Stirling, FK8 1HH

HOURLY BOOKINGS

These will be on an ad hoc basis. The minimum length for ad hoc bookings is one hour.

Payment will be made via BACS following an invoice via email. All hourly bookings are made using our online system or via email request.

MONTHLY BOOKINGS

Payment is collected four weekly in advance by BACS transfer.

Four weekly bookings are cancellable with four weeks' notice by either the practitioner or The Treatment Works Ltd.

FOR ALL BOOKINGS:

The Treatment Works Ltd agree to:

1. Offer a clean, safe, confidential environment for the practitioner and client to work in.
2. Notify the practitioner of any correspondence to them sent to The Treatment Works Ltd and to keep it safe and confidential until it can be collected.
3. Give at least 24 hrs notice wherever possible of building closures.
4. Give one month's notice if rooms are no longer being used for rental purposes.
5. Deal with any complaints and grievances in line with The Treatment Works Ltd complaints policy.

The practitioner agrees to:

1. Respect all furniture and fittings and to leave the rooms in a clean and tidy condition, suitable for the next user. No food is permitted in the rooms (drinks are permitted).

2. Inform The Treatment Works Ltd if they need to cancel an ad hoc booking. At least 24 hours notice is needed otherwise The Treatment Works Ltd will still charge for the room. We recommend you agree similar terms with your clients.
3. Provide their own resources and do their own administration.
4. Pay all invoices when they fall due. Failure to do so will result in termination of this agreement.
5. Be fully responsible for the health and safety of their clients/course participant. The Treatment Works Ltd are not responsible for damage to personal property. All bags and coats are left at the clients own risk.
6. Provide up to date professional indemnity insurance and evidence of professional body membership, qualifications etc. and maintain insurance for the duration of this agreement.
7. Indemnify The Treatment Works Ltd from any liability, loss or damage arising from the practitioner's activities.
8. Operate within the General Terms and Conditions of Room Rental (below).

The Treatment Works Ltd does offer a telephone answering service, email and an administration service. We also offer digital marketing services. Please enquire for charges.

General Terms and Conditions of Room Rental

You must maintain the appropriate certification, qualifications and up to date professional liability insurance.

The Treatment Works Ltd will not deal with any financial transactions or payment of fees on your behalf unless you request it in advance. You should maintain full control over your bookings and treatment of your clients, including client records and advertising materials. You should inform your client that The Treatment Works Ltd is not involved in the professional arrangements between you and your client. You should always conduct yourself in a professional manner whilst using the therapy rooms and the building. You are responsible for addressing your client's conduct if needed.

The therapy rooms must only be used during the hours that have been agreed and booked. Please double check that the booking has been made correctly as we cannot be responsible for any mistakes that are made.

Please vacate the room as soon as your slot has finished. Other therapists may be using the room and therefore running over the allocated time slot is not permitted.

You are responsible for bringing your own equipment to the clinic and any equipment left in the building is done so at your own risk. The Treatment Works Ltd will accept no responsibility for personal or professional items left on the premises.

You are responsible for the therapy room and its content during your sessions. Any damage that occurs during this time must be brought to our attention and payment for any damages must be received within 14 days of billing.

The therapy room must be left in a safe and tidy condition so that other therapists can use it immediately after you. If any incidents or accidents occur that require attention, please report it immediately.

You do not have the authority to enter into contracts on behalf of The Treatment Works Ltd. It is forbidden to sublet the therapy room or use it for any other purpose other than what has been agreed.

You are not permitted to make a copy of any keys and you are not permitted to give your keys or key fob to a third party.

A £10 deposit is required for the key fob. If you lose the key fob, a replacement one can be arranged at an extra cost.

If you are the last person to leave the building, you must ensure that all lights are switched off, the heaters have been switched off and the door has been locked as instructed.

The Treatment Works Ltd, a company registered in Scotland (reg no SC601231). Our registered office address is Unit 14, 40 Hardengreen Business Park, Dalkeith, Midlothian, Scotland, EH22 3NU.