

Hire of Consulting Room at Ludgate Hill Practice, 89 Fleet Street, EC4Y 1DH

This letter is to set out the terms and conditions for the hire of a consulting room.

1. ROOM HIRE

Start date:

Monday	room	
Tuesday	room	
Wednesday	room	
Thursday	room	
Friday	room	
Saturday	room	

You will be charged for your block/s each month in advance. You will be charged for your block/s even when you are on vacation (including Bank Holidays). The room is hired on a sessional basis and you agree to vacate the room as quickly as possible at the end of your booked session in order to accommodate any incoming counsellor.

3. PAYMENT

Rent is payable a month in advance. Your invoice will be prepared and emailed to you in the last week of each month and is due on the first day of the upcoming month. Rent for any *ad hoc* or additional sessions from the previous month will be included on the invoice. Payment is to be settled by online bank transfer. The bank account to make payments to is as follows: Sort Code: 400531 and Account Number: 61530143. Fees are reviewed each year and I will give you two months' notice in advance of any such increase.

4. FACILITIES

- A refundable deposit of £20 is to be paid in exchange for a set of door keys. The deposit will be refunded to you when the keys are returned at the end of the hire term.
- Coffee and tea making facilities are available for you. Any crockery / utensils used by you are to be washed up before you leave. Please do not eat hot or smelly food in the rooms.
- All lights are to be turned off and windows closed before you leave. The room furniture is to be returned to its original position. If the waste-paper-basket is full, please put the bin liner into the waste bin in the kitchen and replace the bin liner from the spares in the kitchen.
- The hall door is to be locked if you are the last person to leave the premises.

5. INSURANCE

By signing this letter, you confirm that you have your own professional indemnity insurance, that you bear clinical responsibility for your clients, and that you are not in the employ of either Stephen Garratt or Ludgate Hill Psychotherapy Practice.

6. TERMINATION

You agree to give one month's notice of your intention to terminate the hire of the room.

By signing below, you agree that you have read and understood the above terms and conditions.

Mobile:

Email:

Name:

Date :

Signed :