

## Treatment Room Rental Agreement, Terms and Conditions

These terms and conditions are set out for all individuals and companies hiring any facility at theLodge.space.

The rental dates and times will be confirmed and agreed by email between the parties which is to be recognised in conjunction.

I, \_\_\_\_\_ agree to the hire of a treatment room at the theLodge.space, located at 120A Lower Road, London SE16 2UB.

**Type of Therapy to be Practiced:** \_\_\_\_\_

The terms and conditions are as follows:

### Use of Treatment Room

The hire is for use of a treatment room and its supplied furniture and consumables only. Hirees need to supply their own specialist equipment and administrative services. theLodge.space cannot be held responsible for any loss of, or damage to these items.

The services or products provided by the Hiree must be consistent with those stated in this contract. Any additional services or products offered must first be agreed in writing by theLodge.space.

The Hiree is personally responsible for the safe provision of their services, including arrangement and maintenance of all necessary insurances, indemnities and registrations to cover their work at theLodge.space.

The Hiree agrees that they will not seek to enter their room before the designated start time of their session.

The Hiree agrees to vacate their room at or before the agreed finishing time for each session.

At the end of each session, the Hiree agrees to leave their room as they found it and in a neat and tidy state, removing all of their equipment and possessions from the room, returning all equipment to its correct place, putting used towels in the relevant collection point, wiping all touchable surfaces with antibacterial/antiviral cleaner, tying up the rubbish bag from the waste bin and emptying it into the main theLodge.space bins outside the premises.

The Hiree agrees to maintain the room and the equipment in a safe and usable condition and to provide the room in a clean, neat and tidy state.

The Hiree agrees to pay in full for any damage caused during their session to the treatment room or its fixtures, fittings or equipment, howsoever this may have occurred.

Whilst it will endeavour to offer a regular room, theLodge.space reserves the right to change the room allocated for a session, or to offer an equivalent alternative room elsewhere if necessary. theLodge.space reserves the right to change the equipment, decoration, furniture and/or fittings in the room as and when necessary.

theLodge.space reserves the right, during renovation work, or for other unforeseen circumstances, to cancel a session or sessions by giving the Hiree a minimum of two weeks' notice. In this case the Hiree will be reimbursed the cost of the room for those sessions.

theLodge.space's does not provide administration services for the Hirees clients.

Use of theLodge.space's telephones, computers, printers and other administrative equipment are not included in this licence agreement.

Reception cannot take bookings for practitioners.

theLodge.space's address should not be used by practitioners for correspondence or deliveries without the prior agreement of theLodge.space management.

### **Hire time period**

- Hirees have 15 minutes either side of their booking complimentary for setting up and cleaning, this time may be shared by the following or previous hiree. If the hiree requires longer than 15minutes to set up, then

this will have to be included in their booking time.

- The hiree must comply with the hire times and ensure to vacate the studio by the agreed time as there may be another booking immediately afterwards.
- If the booking does overrun, payment is required at the regular studio hire rate.
- The hiree is responsible for leaving the room clean and tidy. Any equipment used must be tidied away. Mops and cleaning equipment can be found at reception if necessary.
- The hiree should report any concerns or damages to Reception immediately.

### **Health & Safety**

The Hiree agrees to make themselves aware of and comply with all appropriate health and safety laws pertaining to their work and business and register their services, if necessary, with the local authorities.

The hiree is responsible for their clients during the hire of the treatment room, they will greet their clients at reception and escort them to the treatment room.

## **Marketing**

The Hiree will be solely responsible for marketing their own services. theLodge.space will not advertise the Hiree's services on site or online.

The Hiree agrees not to solicit business within theLodge.space, or on theLodge.space's premises, by approaching other clients while they are waiting for classes or therapies.

The Hiree can display leaflets and business cards in theLodge.space's designated display unit. This material must be submitted to theLodge.space for agreement before it is displayed on theLodge.space's premises.

## **Consumables**

The Hiree will be provided with one large towel per session.  
Additional towels may be provided at an additional charge of £1.  
Couch roll is available for each room.

## **Payment**

Payment must be made at the time of booking (i.e. in advance of the session).

- TheLodge.space reserve the right to change the hire fees with a months notice.

## **Cancellation Policy**

- We require at least 14 days notice to cancel a hire and to receive a full refund.
- TheLodge.space reserve the right to cancel without notice should the partner's activities be deemed inappropriate, a danger to the public, or a risk to the business.

## **Studio Etiquette**

Hirees are asked to interact with theLodge.space's staff and customers in a friendly, cooperative and courteous manner.

The staff are often very busy and need to concentrate on their tasks. Hirees should avoid chatting to receptionists at busy times.

Hirees are requested to be respectful of people who are queuing to be served by the staff and not to step

in front of them unless absolutely necessary.

## **CLEANLINESS**

Hirees are reminded that this contract requires them to leave their room neat and tidy and in the same state as they found it. theLodge.space reserves the right to charge an additional and proportionate fee to any Hirees who does not leave their room in this state.

Acupuncture needles must be placed in the sharps boxes provided (please remember never to close the cover on the box until it is full).

It is essential that any practitioner using needles counts the needles they use and then counts them into the sharps bin afterwards. Any needle left on the floor will constitute a breach and possible immediate cancellation of the practitioner's contract.

Wet waste must be poured down a sink before disposal and never left in a treatment room bin.

Any damage caused to the room, furniture or equipment must be reported to a member of staff immediately after the session in which it occurs. The Hiree contract gives theLodge.space the right to charge for the repair or replacement of any damaged fixture or fitting at its discretion. Failure to immediately notify us of this will automatically invoke this clause.

## **Health & Safety**

- The hiree is responsible to ensure they hold indemnity insurance and any other insurance/ qualifications that their industry/activity requires.
- The hiree should not tamper with any furnishings, electrical settings and equipment without written agreement from the Management Team at theLodge.space.
- The hiree should not take any action that may breach the health and safety rules of theLodge.space.
- The hiree is responsible for the health and safety of their own clients. In the event of an accident there is a first aid box and accident reporting book available at Reception.
- Drinks in plastic are permitted. Food should not be consumed in the treatment rooms without agreement, there is a cafe area providing a range of hot food, snacks and drinks.
- theLodge.space is strictly no smoking throughout the premises, including the private courtyard.
- theLodge.space encourages an inclusive, friendly environment. All employees, partners and members of theLodge.space should be treated with respect. Verbal or physical abuse of any kind is not tolerated.