

The Healing Rooms Bristol Buddhist Centre

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The Healing Rooms at Bristol Buddhist Centre

This is a contract BETWEEN:

The Healing Rooms at Bristol Buddhist Centre AND

Therapist name:

Address:

..... Post code:

Tel:..... Email:

Insurance Company:..... Policy Number:.....

These are the Terms that the Practitioner agrees to operate with *The Healing Rooms* at Bristol Buddhist Centre. These Terms are in addition to professional responsibility for the Code of Practice of the governing body under which you practice.

Conditions for the use of *The Healing Rooms* by Practitioners:

1 QUALIFICATIONS & PROFESSIONAL INSURANCE

A professional standard of conduct in accordance with the code of practice of your professional body is expected. Practitioners must have full professional indemnity and be qualified members of relevant professional bodies for all therapies offered at the Healing Rooms. In order to practice at the Healing Rooms, you must provide copies of:

- all qualifications for therapies which you offer at the Healing Rooms
- current insurance
- insurance document on renewal every year
- if you are in training for any therapy offered at the healing rooms then you must provide a dated 'permission to practice' letter (if not available then a reference from your tutor) on official letter headed paper. Other references may be required
- acupuncturists should comply with the legal requirements for the sterilization and disposal of needles.

2. CONDUCT

Therapists must:

- Maintain quiet in the corridor/reception room and that other therapists are not disturbed by noise within your room.
- To avoid noise disturbance, no babies are allowed in the Healing Rooms.
- Be available to open door for next client and escort your clients out.
- Leave room tidy including emptying the bin, wash and put away crockery.
- Label any tea bags etc for your use and put in kitchen cupboard below kettle.
- Liaise with the Co-ordinator regarding space available to store equipment in cupboards in the corridor and label it.

3. BUILDINGS INSURANCE & SECURITY

The Insurance stipulates that windows in all rooms be closed when the clinic is empty. Practitioners will be held responsible if these stipulations are not adhered to: i.e. Ensure windows in the room you are using are shut and locked with key on window sill. If there is no other therapist working on leaving, kitchen window must be shut. If the Co-ordinator requests the alarm to be used, then you will need to comply.

4. INCLUSIONS

The rent includes: use of treatment room to see individual clients with relevant equipment, heat, light & specified collective advertising i.e. your details on the website, production and display of a leaflet in and outside of the building.

If you wish to hire a room for group sessions (more than 2 clients at the same time), different rates apply - please ask the Co-ordinator for details.

Rooms must be vacated on time, unless arrangements made in advance with next practitioner.

Rooms 1 and 2 must be vacated 15 minutes after your session time, whether your contracted slot or extra sessions. This is not appointment time.

Room 3 must be vacated 7 minutes after your session time, whether your contracted slot or extra sessions. This is not appointment time.

Please note that reception facilities are not provided so you will need to finish with one client before you expect another to arrive.

You can hire any of the three rooms:

Lake Room 1 (large front), has an adjustable height treatment couche, king size three layer futon, two comfortable chairs and coffee table. The futon and couches must be stored away after use in the room. This room can be hired for group sessions (where you have more than 2 clients attending at one time) - please ask the Coordinator for charges. Couch cover, bolster, head rests, pillows, pillowcases are supplied but you must use your own towels and/or couch roll under areas where you will be using oil/creams. Futon users must cover futon and pillows with a sheet or similar.

Green Room 2 (middle back) has an adjustable height treatment couch with easy chairs for psychotherapy and counselling. Couch cover, bolster and pillows with pillowcases are supplied but you must use your towels and/or couch roll under any areas where using oil/creams. If you put the couch down then you must put back up on leaving the room and return to its central position in the room if moved.

Sun Room 3 (small back) has easy chairs for psychotherapy, counselling, hypnotherapy.

5. SESSIONS and RENT

Fees are charged per calendar month for a minimum of one session per week, payable in advance by direct debit.

The minimum contract is for three months from your start date.

Contracts are the same day and time each week.

At least a month's notice is required from you if you wish to change your day/time.

For contracts less than two hours long, if another therapist wants to take a longer slot that covers your slot - then you will be given at least one month notice in writing that you need to increase your slot hours or change to another available room and/or time.

No hours	Hourly rate	Block rate per week	Rate per calendar month (standing order)
1	6.92	6.92	30
1.5	6.77	10.15	44
2	6.46	12.92	56
2.5	5.91	14.77	64
3	5.69	17.08	74
3.5	5.14	18.00	78
4	4.85	19.38	84
4.75	4.66	22.15	96
5	4.62	23.08	100
5.5	4.45	24.46	106
6	4.19	25.15	109
7	3.86	27.00	117
8	3.58	28.62	124

Rent is payable in advance at the start of each month by standing order.

Our Bank: Co-operative Bank. Account Name: Bristol Buddhist Centre.

Sort Code: 08 92 99 Account Number: 65197631.

Please use the reference: '[your name], Healing Rooms' on all bank transfers.

"Extra" session bookings by existing practitioners only by booking on Google Calendar: £9.00 per hour (bookings must be cancelled within 24 hours, otherwise you must make the full payment). Payment for extra sessions to be made by bank transfer by the 7th

of the following month, with an email sent to healingroomsbristol@gmail.com stating the dates, times and amount per session used.

Please note that this contract is your financial agreement so you will need to keep copies of emails you send as above regarding your extra payments for your financial records. We do not provide receipts.

The method for to check room availability and book in extra slots in addition to your regular sessions Google Calendar (on line calendar). Accessible via Internet.

6. ADVERTISING

If you wish your details to be on the Healing Rooms website then email the following information on your treatment/s. We suggest you include the following (don't include general information about your therapy as this is included in the 'therapies' page):

- Your name
- What is your therapy
- Qualifications and dates
- Experience
- Professional organization membership
- About you and how you work
- Types of treatments and prices
- Gift voucher availability if any
- Contact phone, email, web

It is up to you to provide the Co-coordinator with updated information.

7. REFERRALS

Please note that *The Healing Rooms* reserves the right to take on more than one practitioner in a particular discipline without consultation with existing therapists.

Please note it is not the responsibility of *The Healing Rooms* to provide new clients. The Co-ordinator will take basic details from those enquiring about you or your therapy via the healing rooms phone/email and pass those details onto you by email (in some cases the Co-ordinator will call you). You can then contact the client.

8. PAYMENT FACILITIES

Therapists will need to take their own fees from clients by cheque, your own on line payment system or cash. We do not have card facilities.

9. APPOINTMENTS

All therapists must use the google calendar system for viewing and booking in extra slots (please do not ring or email Bhadra unless you are having problems. Thanks).

All therapists, the Healing Rooms Co-ordinator (Bhadra), and the Buddhist Centre have access to the calendar which can be accessed from any computer or mobile phone with internet.

There is wireless internet in the Rooms - called BBC shop, password is rockyocean262.

If you wish to view the room diaries or book in extra sessions, you need to create an account in Google Calendar - this is simple and free to do:

Go to www.google.com/calendar, create an account and follow the onscreen instructions. Once you have set up your account, email healingroomsbristol@gmail.com with the email address that you used to set the account up with. You will be added to the three calendars (Rooms 1, 2, and 3) and receive notification of this. You can then log into your account using the email address you have created and password.

You can only use a room for extra sessions if booked on Google calendar before the appointment time.

Extra slots bookable on an hourly basis at £9 per hour (minimum booking an hour).

You must pay for Extra slots not deleted 24 hours prior to the time £9 per hour.

If you enter extra slots on a mobile device (phone, tablet, android, iphone etc) then please ensure that you refresh or upload the calendar to ensure that your appointment is transferred to the actual online room calendars on the internet. If in doubt, please check a PC or another mobile device to ensure that your appointment has been uploaded to the calendar. If the appointment doesn't show on another device, then it's not been made.

10. TERMS OF AGREEMENT

The minimum term is 3 calendar months. This agreement can be terminated by notice in writing of 3 months by *Bristol Buddhist Centre*. Practitioners will receive three months' notice of variations in terms.

Practitioners must give 1 month notice, from the standing order date, in writing.

Start Date:	Session day/s: Session time/s:	Monthly Rent for session/s: £
Signed by Practitioner:		Date:
Signed on behalf of <i>The Healing Rooms</i> :		Date: