

Please reply to:  
 Quay Place  
 Key Street,  
 Ipswich, Suffolk, IP4 1BZ

Tel: 01473 569696  
 Email: [info@quayplace.co.uk](mailto:info@quayplace.co.uk)  
 Website: [www.quayplace.co.uk](http://www.quayplace.co.uk)



QUAY PLACE

## Practitioner Membership Application Form **& Room Booking requirements**

Thank you for applying to become a Member of Quay Place. Please complete this form and return it to [info@quayplace.co.uk](mailto:info@quayplace.co.uk). The information recorded will be treated as strictly confidential in accordance with the Confidentiality and the Data Protection Act 1998

### SECTION 1 – PERSONAL INFORMATION

<b>Name:</b>	
<b>Company (if applicable):</b>	
<b>Address:</b>	<b>Tel no:</b>  <b>Mobile No:</b>  <b>Email:</b>  <b>Website:</b>

### SECTION 2 – ROOM BOOKING REQUIREMENTS

*Please note below any regular days you will need a room booked if known*

Day	Daytime	Evening	Weekly	Monthly	Other
Monday					
Tuesday					
Wednesday					
Thursday					
Friday		x			

### SECTION 3 – BUNDLE REQUIRED

*Please tick below the bundle required*

Room Group (see attached list for further information)	Hourly Rate	10 Hour Bundle	20 Hour Bundle
A – Therapy/Counselling	£15.00	£120.00	£200.00
B – Meeting/Boardroom	£20.00	£180.00	£300.00
C – Meeting/Studio	£30.00	£280.00	£500.00

Please note the bundles are purchased against a certain room group (A, B or C) and therefore hours cannot be booked across all rooms at Quay Place, only those relevant to the bundle purchased (see attached for further information).

#### SECTION 4 – FACILITIES AND ROOM SET UP

Please note approximate numbers of people and what facilities and room set up you will need.

#### SECTION 5 – SUPPORTING EVIDENCE for your application for membership and to rent a room

Please tell us about your experience, accreditations and qualifications. Attach copies of professional indemnity insurance and professional qualifications.

We will add a profile for every member to the Quay Place website. Please provide a summary below and attach to an email separately the full details of what you would like to be included in your profile and attach a recent photo of yourself along with your logo (250 words or less)

How do your customers book your services e.g. **face to face**, website, telephone, **by letter / referral**?

## SECTION 6 – ADDITIONAL INFORMATION

To help promote wellbeing across Suffolk and encourage more referrals, would you be able to **offer free taster sessions** at events held at Quay Place YES / NO (**if yes, what service could you offer?**)

**So that staff and volunteers can speak with confidence about your services to potential clients (face to face or on the phone)** we ask that you **offer a free session** or discuss your services with **a staff member or volunteer** about what you do? Please summarise below what you would do?

How did you hear about Quay Place?

General internet search	
Quay Place website	
Social Media	
Volunteer	
Word of Mouth	
Other	

*I acknowledge I have read the Room Hire Agreement and agree to the Terms & Conditions therein*

Signature

Signature

Date