

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

Tel: 01473 569696
 Email: info@quayplace.co.uk
 Website: 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. The information recorded will be treated as strictly confidential in accordance with the Confidentiality and the Data Protection Act 1998

SECTION 1 – PERSONAL INFORMATION

Name:	
Company (if applicable):	
Address:	Tel no: Mobile No: Email: Website:

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 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

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SECTION 6 – ADDITIONAL INFORMATION

To help promote wellbeing across Suffolk and encourage more referrals, would you be able to speak at events held at Quay Place YES / NO (I)

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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?

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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	