



QUAY PLACE

Room Hire Agreement

January 2018

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1. Booking Form

Hiring a room means that you agree to the terms contained within this document. Failure to comply with any of the stated terms and conditions of room hire will entitle the Owner to terminate this agreement with immediate effect.

Meeting Name : _____

Room to be hired: _____

Period of hire: Date(s): _____ Time: _____

Hiring Fee: _____ hours at _____ per hour

Full amount due: _____

Hirer (referred to throughout the agreement as 'the hirer' or 'you')

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Owner - Suffolk Mind (Company Number 02611510) (Charity Number 1003061) (a private company limited by guarantee with no share capital pursuant to section 62 of the Companies Act 2006) whose registered office is situated at Quay Place, (St Mary at the Quay), Key Street, Ipswich, Suffolk IP4 1BZ.

SIGNED by or on behalf of the Hirer:

_____ Date: _____

Print Name: _____

SIGNED by or on behalf of Suffolk Mind:

_____ Date: _____

Print Name: _____

2. Access and Facilities

Quay Place has a range of rooms available to hire on an hourly, session or block basis. Discounts are available on bulk and regular booking.

The new extension has 7 rooms for hire and is open Monday to Thursday 9am – 9pm, Friday 9am – 5pm & Saturdays 9am – 5pm and Sundays 10am – 4pm for large events.

Quay Place is open throughout the year to provide a place of sanctuary as it has been throughout the years.

These opening times are correct at the time of writing, but may be subject to change. Suffolk Mind reserves the right to close Quay Place in exceptional circumstances as deemed necessary. Suitable written notice will be provided to any party with a booking wherever possible.

The Nave (the old part of the church) is open at the same time as the extension; however, it may be privately hired for an event. The website will provide clarification of availability and planned events.

Quay Place is wheelchair accessible via a ramp at the North Door or via a pathway alongside the extension.

Subject to matters beyond Suffolk Mind's reasonable control, room hire will include the following provisions:

- Heat, light, cleaning of room and building;
- Waiting area with water cooler;
- Toilets;
- Free WIFI in the building.

Room hire does not include:

- Facilities to make your own refreshments;
- Secretarial services, telephone and/or computer usage
- Suffolk Mind will not take money on your behalf or make appointments with your clients

3. Use of space hired

You may not sub-hire to another person or use the room / central nave premises or allow the room / central nave premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may

endanger the premises, their occupants or Quay Place insurance policies. You may only use the hired room(s) for the Period of Hire and Purpose of Hire detailed in the Booking Form. If your use continues beyond this period you will be liable for the following hour's charge. Please note that if another user has booked the room, you will be asked politely to vacate the room.

The hirer will not have exclusive use of the room / central nave for the duration of the hire period premises and but Representatives from Suffolk Mind will have access to all other areas of Quay Place the premises at all times, but will not cause unnecessary interruption to users of the hired rooms.

Should you wish to use the Quay Place name or logo, you must first obtain written permission from the Quay Place Manager prior to using it/them.

4. Damage

Suffolk Mind will not accept responsibility for loss of, or damage to any property arising from the room hire, nor for any loss, damage or injury which may happen to any person attending the premises during the hiring.

Suffolk Mind will not be responsible for any loss caused by the cancellation or interruption of a hiring where the premises or any of the rooms are out of use for reasons outside of its control.

The hirer will indemnify Suffolk Mind against any claim in respect of any loss damage or injury which may arise from the hiring or which may be made by any person attending the premises during the hiring.

Nothing within this agreement excludes liability for damage caused by the negligence of staff or representatives of Suffolk Mind.

In the event of damage or loss to the premises for which the hirer is responsible, the hirer shall make good at his/her own expense. If the hirer fails to do this within two days of the occurrence Suffolk Mind may do so and the hirer will indemnify Suffolk Mind against all costs reasonably incurred.

The hirer will be responsible for the removal of any specialist waste generated by the hire, according to necessary regulations.

5. Health and Safety

The hirer is required to make themselves and guests/clients aware of and adhere to all health and safety and fire regulations at the premises. A copy of the relevant

evacuation plan and fire notice will be in the room. Hirers are asked to familiarise themselves with the content of these documents. These documents are also available in an email format on request.

Please note that whilst Suffolk Mind has conducted its own health and safety and fire risk assessments of the rooms and their equipment, it is the responsibility of the hirer to conduct their own risk assessment of the activities taking place and any additional equipment used. During Quay Place opening hours, if the hirer is responsible for, or has an accident or incident resulting in a near miss, this should be reported to the Quay Place Manager or a member of the Quay Place team. In the event of an emergency, the hirer should call 999.

6. Independent Status:

Whilst using Quay Place, you are not an employee of Suffolk Mind.

7. Code of Conduct for hirers

- No children and no animals (without prior agreement with the Quay Place Manager).
- Only food purchased by an agreed caterer or café operator is allowed in the rooms.
- The hire does not entitle you to affix anything to the walls or doors.
- Alcohol is not allowed in the rooms without prior written permission.
- Additional electrical equipment must have a current portable appliance test certificate that has been shown to the Quay Place Manager.
- You are benefitting from your association with Quay Place and will benefit from its reputation. You must therefore ensure that your conduct is at all times appropriate and does not bring this endorsement into question.
- Confidentiality must be ensured at all times and breach of confidentiality will cause instant termination of hire and future hires.
- Practitioners should follow the candle policy when using items with an open flame, a copy of which can be requested by the Quay Place team or on our www.quayplace.co.uk
- Practitioners must adhere to any Quay Place policies and these will be given on induction and will be available on www.quayplace.co.uk
- The moderate use of music is acceptable, but the level of sound must be respectful to the other users of the rooms and facilities.
- You will be required to leave your hired space in a tidy and clean state after your session.
- Due consideration should be given to other practitioners hiring rooms and times of hire should be strictly adhered to.

- On leaving the room, please turn off all lights, ensure that the windows are closed and that any heating/air conditioning is either turned off or is in its default position.

8. Payment

Payment will be due when the booking is made. If not booking online then invoices can be issued in advance and are to be paid within 14 days of issue and at least 48 hours before your hire period. Suffolk Mind will not refund for non-usage of rooms.

9. Cancellations

If you wish to cancel, please notify Suffolk Mind as soon as possible, confirming in writing. If notification is received within 48 hours of your booking, Suffolk Mind will charge you in full. If notification is received 7 or more calendar days before your booking, Suffolk Mind will charge you 50% of the room rental. Suffolk Mind reserves the right to cancel a booking if:

- Quay Place is closed due to fire or other circumstances beyond Suffolk Mind's reasonable control;
- The usage of the room might prejudice Suffolk Mind's reputation; or
- You have not paid your invoices on time or if you have not complied with these terms and conditions.

10. Wellbeing Practitioners and Therapists

Professional Qualifications & Insurance:

If you are using room(s) to provide therapeutic services, wellbeing or training, you must meet the following criteria which will be reviewed by the Quay Place Manager and/or a senior member of staff from Suffolk Mind

- Training and Qualifications from a recognised training provider to diploma or degree level or similar. Member of an appropriate Professional Body where available.
- Public Liability Insurance up to a minimum value of 2 million pounds for the work you undertake. Disclosure and Barring Service certificate where there is an intention to work with under 18's or vulnerable adults.
- Testimonials from previous clients and reference from last place of work or training provider.
- Evidence of regular CPD, which can be evidenced either with certificate from independent training and/or through attendance at the Quay Place Wellbeing Hub or similar.

Provide a taster session of the service provided for the Quay Place Manager and/or senior member of staff, pro bono, as part of the selection process. The Manager's decision is final as to whether the service or offering is suitable and in keeping with Quay Place ethos.

Regular Booking

A wellbeing practitioner who regularly books (approx. 20 hours pcm or 10 hours or more at a time) has additional benefits to enjoy which include the following:-

- Discounted room hire rates
- Access and log in to Quay Place room booking system to be able to book rooms direct and view the room diaries
- A profile on the Quay Place website
- Automatically part of Quay Place Wellbeing CPD network with 50% reduction in the cost of CPD events

11. Parking

There is no parking on site, however there is a pay and display carpark directly behind the building and plenty of town centre and waterfront parking 5 minutes from Quay Place. Please refer to parkopedia for more information:-

<http://en.parkopedia.co.uk/parking/ipswich/>