



## ROOM HIRE AGREEMENT

We have 25 consulting rooms across two central London locations. Rooms are provided for psychological or psychiatric consulting only, and are not suitable for medical procedures. Rooms are only available to consultants registered with one of the following professional bodies: BPS, RCPsych, GMC, HCPC, UKCP, BACP, BABCP, BPC, ICF, AfC, EMCC, FDAP.

### FEES & PAYMENT

We operate two types of contract: the first for consultants who require only occasional hours; the second for consultants using rooms at the same regular times each week.

#### The Licence Fee Contract

We operate a licence fee system for **£55 per month**. Once signed up, you can book hours as often as you like at either of our locations, subject to availability.

|           | WIMPOLE ST | SNOW HILL |
|-----------|------------|-----------|
| Room size | £s/hour    | £s/hour   |
| Small     | 17.75      | n/a       |
| Medium    | 21.50      | 17.50     |
| Large     | 25.75      | 19.75     |
| Grand     | 29.50      | 21.25     |

#### The Regular Hours Contract

Under this contract you commit to a regular weekly schedule of hours. Regular hours generally fall into morning, afternoon and evening blocks, but with some flexibility if new blocks can dovetail efficiently with existing hours.

The minimum commitment for a regular hours contract is 4 consecutive hours per week. Prices reduce once you are booking 8+ and 12+ hours a week, by around 8% and 16% respectively.

Evening sessions, Monday to Thursday, are extremely popular and some evenings may be fully booked. When an evening session occasionally becomes free we may reserve it for another practice or consultant who can also commit to taking hours at off peak times.



## The House on Wimpole Street

|            | SMALL   | MEDIUM  | LARGE   | GRAND   |
|------------|---------|---------|---------|---------|
| hours/week | £s/hour | £s/hour | £s/hour | £s/hour |
| 12 +       | 13.25   | 17      | 19.50   | 21.75   |
| 8 +        | 14.75   | 18.50   | 21.50   | 24.25   |
| 4 +        | 16.25   | 20      | 23.50   | 27      |

## The House on Snow Hill

|            | MEDIUM  | LARGE   | GRAND   |
|------------|---------|---------|---------|
| hours/week | £s/hour | £s/hour | £s/hour |
| 12 +       | 14.50   | 15.75   | 17.25   |
| 8 +        | 15.50   | 17.25   | 18.75   |
| 4 +        | 16.50   | 18.25   | 19.75   |

### Ad hoc hours

At any time, you can book ad hoc hours on top of your regular hours. These are charged at your prevailing room rate plus £5 per hour.

Ad hoc bookings are subject to availability, and at certain times, especially evenings, our rooms may be fully booked.

## OTHER CHARGES

### Groups

We may charge an extra £20 per hour when four or more people are using a room. We do not charge any extra for rooms being used for couple therapy.



### **Name plates**

At the start of your agreement we make a one-off charge of £25 to have your name plate made for the panel above the front door bells. For those consultants using both locations we advise having two name plates made up.

### **Post Handling**

We handle your post at no charge. We do not forward post but simply file it for collection. We will notify you that you have post normally on the same day, but due to staff movements, this cannot be guaranteed. Please do NOT use our postal addresses for delivery of online purchases.

## **CANCELLATIONS & NOTICE PERIODS**

- We charge full price for ad hoc and licence fee bookings cancelled within 24 hours.
- We require just 1 month notice to end this agreement, or for any reduction in regular hours.
- Under the licence fee contract you may not hand in notice until 1 month after the date of this agreement.
- Under the regular hours contract you may not hand in notice on the hours to which you originally committed until 1 month after the date of this agreement.
- You may not restart a regular hours contract within 3 months of cancelling a previous regular hours contract.

## **BOOKINGS & RESERVATIONS**

We accept ad hoc and licence fee bookings up to 1 month in advance. We cannot take bookings beyond that period.

You may not use these bookings to reserve rooms speculatively, as this prevents other consultants from making valid bookings in those hours.

## **INVOICING & PAYMENT**

### **Your initial commitment**

For both regular hours and licence fee contracts, we ask for an advance payment of £250 which serves as a credit against future invoices on your account. We do not hold this as a deposit. These amounts are not refundable if you leave before the credit has been expended.



## Monthly invoicing & payment

Regular and occasional hours are totalled and invoiced to the last day of each month. Invoices will be emailed by default, though you can request a printed copy.

We accept the following methods of payment:

### *Cheque*

Made payable to House Rooms Ltd

### *Bank transfer*

|            |                 |
|------------|-----------------|
| Sort Code  | 20 79 06        |
| Account No | 6314 7991       |
| Account    | House Rooms Ltd |
| Bank       | Barclays        |

Payment must be made within 7 days of the date the invoice is emailed.

## Bank & other holidays

You will not be charged for regular hours that fall on Bank Holidays or the working days between Christmas and New Year, provided that you inform us in good time that you did NOT make use of our rooms on those days. If you do not so inform us we will charge for hours falling on those days by default.

You are however committed to room hire during periods when you are away on holiday or leave. If you won't be attending your regular session for any reason, we can mark you as 'away' in our diary. Your indicated away dates will then be made available to our ad hoc renters, and you will receive a 50% credit back for any hours we manage to fill.

## Changes of prices

Room hire fees and other charges are reviewed from time to time in light of market conditions. We will endeavour to give as much notice as possible of such changes.



# ROOM HIRE TERMS & CONDITIONS

## About This Agreement

This Room Hire Agreement pertains to the hiring of rooms within the premises at 85 Wimpole Street, London W1G 9RJ and 1 Snow Hill Court, London EC1A 2EJ. The agreement is made between House Rooms Ltd and you, the Hirer, together known as the Parties to the agreement.

## Definitions

In the wording of these Terms & Conditions some words are used interchangeably as follows:

| Terms                                      | Refers to   |
|--|---|
| You / Your                                 | You, The Hirer  |
| House Rooms /<br>Us / We / Our             | House Rooms Ltd, 85 Wimpole Street, London W1G 9RJ also trading at 1 Snow Hill Court, London EC1A 2EJ |
| The House / The Building / The<br>Premises | The premises at 85 Wimpole Street, London W1G 9RJ and at 1 Snow Hill Court, London EC1A 2EJ           |
| Agreement / Hire Agreement                 | This 'Room Hire Agreement' and its 'Terms & Conditions'   |

## CONDUCT

### Use of the rooms and premises

Rooms at The House are for the use of qualified psychological and psychiatric consultants only. You may not use the room and premises other than in connection with your professional practice.

You also commit to observe and to abide by all of our published procedures as set out in our House Ropes document, and in notices posted in rooms or common areas.

### The House brand

You agree NOT to use the terms 'The House' or 'House' in association with your practice, be that in your postal address, or in any promotional literature, websites, directory listings, or such like.

House Rooms works closely in relation with its sister business, The House Partnership, a private psychology practice that occupies rooms at both our premises. The 'House' brand is reserved for that practice, such that it only is permitted to use the terms 'The House on Wimpole Street' and 'The House on Snow Hill' in its postal addresses and promotional materials.



You may reproduce our postal addresses in the following formats:

85 Wimpole Street, Marylebone, London W1G 9RJ

1 Snow Hill Court, St Pauls, London EC1A 2EJ

You agree to take due care not to allow your professional address at Wimpole Street or at Snow Hill, to be used for promotional purposes resulting in excessive 'junk mail'.

### **Statutory regulations**

Together with us, you undertake to observe all provisions and statutory regulations imposed by the Justices or the Licensing Authority on the premises and to indemnify House Rooms, its directors and staff, from all penalties, damages and costs which may be incurred in consequence of any breach in complying of any such provisions, regulations or conditions.

### **Equal opportunities**

House Rooms treats all people equally irrespective of age, creed, disability, ethnic origin, gender, marital or parental status, race or sexual orientation. All staff, volunteers, hirers, clients and the general public visiting the building are expected to observe and abide by this policy.

### **Green policy**

The House aims to be environmentally responsible and we expect you to be too. You agree always to SWITCH OFF electric heaters, radiators, air-conditioning and lights when you vacate your room. You also agree to use electric heaters only briefly to provide immediate warmth while radiators are heating up, and to switch them off at the plug after no more than 15 minutes.

## **INSURANCE**

### **Your insurance**

You are required to hold professional indemnity insurance to a minimum value of £1,000,000. We may request insurance to a higher value in some circumstances. You are obliged to provide copies of valid insurance documents on signing this agreement, or at any other time we request.

### **Our insurance**

House Rooms will be responsible for public and employer's liability cover regarding the premises, our staff and the general public visiting the premises. Our policy provides cover for accidents and injuries that may occur to you or your clients while on the premises. It does NOT cover theft, loss or damage to your belongings or personal effects, or those of your colleagues and clients.



### **Joint commitment**

Neither you nor House Rooms will allow to be done, in or about the premises, anything whereby any insurance policy affected by the other, might be invalidated, or which might result in an increased premium, but will at all times use all proper precautions to prevent loss, or damage or harm by theft, fire or accident.

## **LOSS OR DAMAGE**

You will be liable for and make good all loss or damage to the premises, its furnishings and fittings, where such loss or damage is the result of your negligence or that of your colleagues or clients.

Under no circumstances will we accept responsibility for loss or damage of property which may be brought or left within the building. We have the right to dispose of any personal effects or other belongings left on the premises beyond three months after the termination of this agreement, the costs of such disposal being the responsibility of the hirer.

We will not be liable for any claim, loss or damage sustained by you as a result of us failing to provide consulting rooms or services by reason of force majeure, mechanical breakdown or other reason beyond our control, or due to the delay or failure of any of our directors and staff to perform their duties.

We will not accept responsibility for compensation in the event of loss or damage being suffered by the hirer or by any other person as a result of the failure, for whatever reason, of the lighting, heating, wifi network, or any other equipment on the premises.

The hirer will indemnify House Rooms against all claims, demands, actions, proceedings, costs and damages in respect of death or injury of any person whilst on or in the premises, or loss or damage of any property during the period of or in connection with this hire agreement, provided that they will not be liable to so indemnify for any such death, injury, loss or damage caused solely by the negligence of House Rooms or the faulty or defective nature of the premises or any furnishings, fittings or equipment therein.

In no circumstances will House Rooms Ltd be liable for any loss of profits, loss of business or consequential losses suffered by the hirer.

## **TERMINATION OF AGREEMENT**

### **Reasons for termination**

House Rooms will be entitled to terminate this agreement on notice to the hirer in the event that money due and payable has not been paid by the due date, or if you fail to adhere to the procedures and responsibilities set out in this agreement, in the 'House Ropes' document, or notices that may be posted about the premises.



We may also terminate the agreement in the event of personality differences between the hirer and members staff or other hirers, or if we make changes to our business policy regarding room hire, or for any other reason.

### **Notice of termination**

In the event of termination we will endeavour to give at least 28 days notice. However in some circumstances we will be entitled to serve immediate notice; for example in the case of persistent late or non-payment of fees, or for gross misconduct.

We will not be liable for any loss or damage or otherwise in respect of our actions under this clause and not be under any liability to the hirer for any loss or damage they may sustain by reason of such termination.

Any termination of this agreement will be without prejudice to any rights or remedies that may have accrued to either party.

## **ADDITIONAL NOTES**

### **Tenancy**

This document is a contractual agreement for the provision of hourly room hire and other services by House Rooms Ltd to you, The Hirer, and you acknowledge that no tenancy or lease rights are created in your favour.

### **Third parties**

This agreement is specific to you, the hirer, and is not assignable. You will not transfer this agreement and will not share the use of the room. This agreement creates no rights in any third party to enforce its terms pursuant to section 1 of the Contracts (Rights of Third Parties) Act 1999.

### **Dispute resolution**

If any dispute arises in connection with this agreement, its use or meaning, or about its application, it will, if the parties are unable to agree, be referred to a single mediator to be appointed in accordance with the procedures of the CEDR Mediation Scheme. See [www.cedr.com](http://www.cedr.com). Prior to a concluding resolution, the costs of such mediation will be shared by both parties to this agreement.

### **Jurisdiction**

The Law of England will apply to this agreement.





## SIGNATURES TO THE AGREEMENT

In signing this document you confirm that you have read and agree to abide by the terms of this room hire agreement. Please sign two copies, keeping one for your records and returning the second to us along with proof of your current professional indemnity insurance and membership of the governing body for your profession.

### You, The Hirer

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Print name \_\_\_\_\_

On behalf of \_\_\_\_\_

Organisation if relevant

Address \_\_\_\_\_

\_\_\_\_\_

### For House Rooms Ltd

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Print name \_\_\_\_\_