



## THERAPY ROOM HIRE TERMS AND CONDITIONS

Below are the Therapy Room hire and usage terms and conditions. Please read these and sign at the bottom showing your agreement.

1. A minimum 4 hour booking is required for therapy rooms and you can use the hours anytime and in any combination within a two month period.
2. Unused hours will expire after two months.
3. Invoices for room hire will be issued at time of booking and must be paid within 14 days of date of invoice.
4. Users cancelling with less than 24 hours notice will be liable for the full fee for that booking.
5. movingartsbase reserves the right to cancel bookings at anytime. While we will give as much notice as possible we cannot be held responsible for any loss incurred from cancellations. Please ensure you have insurance in place to cover this possibility.
6. All therapists are required to submit up to date copies of qualifications and insurance for all therapies undertaken at movingartsbase.
7. Tea-light candles are permitted provided they are used in the provided candle holders. No other candles are permitted.
8. You may not use Incense in the therapy rooms.
9. Music may be played at a low level so as not to disturb other users.
10. It is not permitted to use your own sound system without prior approval from movingartsbase.
11. Please ensure you have completed your activities and have vacated the therapy room at the end of your booking time.
- 12. Please note that your booking time is the time from which you will have access to the therapy room until the time you will need to vacate the room. If you require set up/set down time please schedule this in your booking.**
13. At the end of the booking the therapy rooms must be left in the same condition as you found them.
14. movingartsbase will provide either a massage table or chairs depending on requirements, couch cover, couch roll, candle holders and a small stereo/cd player.
15. Towels may be obtained for an additional fee of £1 each to cover laundry costs.

Any damage to the therapy rooms resulting in misuse or failure to adhere to the above terms and conditions will result in repairs being charged to you. By signing below you show your agreement to the above conditions.

Name (please print): \_\_\_\_\_

Name of Organisation (if applicable): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you

**movingartsbase**

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