

Room Rates and Terms & Conditions effective from 1st Jan 2011

		Therapy Room	Teaching Room
09.00 – 13.00	Morning	£33	£55
13.30 – 17.30	Afternoon	£33	£55
18.00 – 22.00	Evening	£33	£55
09.00 – 17.30	Day	£55	£110
09.00 – 22.00	Full Day	£80	£135

1. All Therapists must be fully qualified, insured and registered with the relevant governing bodies.
2. Any proposed changes to the existing format of a therapy or teaching course must first be discussed with Julia Massey.
3. A minimum of 3 months' contract is required to secure the use of a Therapy room. Thereafter one month's notice either side is required in writing to terminate the contract. Rent is payable monthly, at least one month in advance, and is non refundable. The room is retained for your exclusive use during your sessions.
4. To secure the use of the Teaching Room a 20% non refundable deposit is required at least one month in advance of the date of the booking. The balance is due on the day of the course/workshop.
5. The rooms may only be used during the hours which have been agreed and booked.
6. In addition to room hire fees, a payment is required annually on 1st April to help cover administration and printing costs relating to the Sanctuary Website and promotional materials on display in reception. Therapists/tutors should also initiate further promotional activities to ensure the success of their own event/treatment.
7. A two week break may be taken over the Christmas/New Year period. Alternatively, hire of the room over that period will be at normal rates.
8. Upon completion of one complete year of regular bookings, as a gesture of appreciation for your loyalty, two weeks of your regular bookings will be free of charge.
9. The therapist/hirer is responsible for the conduct of their clients.
10. The therapist/hirer is responsible for the condition of the room during occupation and must ensure that it is left in a clean and tidy condition. Articles may not be fixed to the walls.
11. It is the responsibility of the therapist/hirer to ensure the exterior lights illuminating the car park and walkways around the property are turned on at appropriate times for the safety of their clients. It is also their responsibility, when leaving, to ensure all windows are secured and to turn off any heating and all unnecessary lights, including exterior lights.
12. Any loss or damage that occurs during the hire period will be charged for and payment must be received within 14 days of billing. Should a problem arise it must be reported to Julia Massey immediately.
13. For insurance purposes a list of the people attending a workshop or course should be submitted to Julia Massey on or before the rent/hire date.
14. In the unlikely event that an accident should occur on these premises, Julia Massey must be informed immediately and the relevant information should be recorded in the accident book which is located in the First Aid Box behind the Reception desk.
15. The Sanctuary does not provide towels.
16. Food may not be consumed in the therapy or teaching rooms without permission. Drinks are available from the kitchen on the ground floor.
17. No smoking or consumption of alcohol is permitted within The Sanctuary building or grounds.
18. We regret that we cannot accept responsibility for any loss or damage incurred in the therapy or teaching rooms.
19. Children must be kept under strict supervision both inside and outside of The Sanctuary. On no account should children venture near the pond unless accompanied by an adult.

