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Terms and Conditions for the Hire of Consultation Rooms at the Merlin MS Centre.

- All Therapists should be fully insured to practise their individual therapies. Evidence of the above is required before any agreement with the Merlin MS Centre is confirmed.
- Invoices for the hire of rooms will be sent monthly. Payment should be made to the Merlin MS Centre within 14 days of receipt of our invoice.
- All therapists must ensure they leave the full 30 minute period at the end of their clinic to vacate the room to enable the next therapist to be able to set up. Morning Room Hire is 9.00 – 1.00pm; Afternoon Room Hire is 1.30pm – 5.30pm.
- All Therapists must manage their own clients' bookings.
- All Therapists must sign-in (kept in the Administrative Office).
- All Therapists must leave the Therapy rooms clean and tidy, using the materials provided in the room.
- All Therapists must liaise with the Bookings Manager
- The room rental hire costs are reviewable annually in September.
- The room hire contract will be reviewed prior to the end of the current contract. If you do **not** wish to renew your contract after this date or wish to terminate early, one months notice is required by letter. If, for any reason, the Merlin MS Centre does not wish to continue or renew your contract, you will be given one months notice in writing.
- Termination of contract must be made in writing to the Bookings Manager one month before their contract ends.
- The Merlin MS Centre has the right to terminate any contract with any individual Therapist without notice if they feel that any breach of their charity rules has been broken or if any misconduct has been proved.
- You are responsible for the clients you are treating within the centre and must have relevant risk management plans for each individual.
- There must be appropriate staffing levels to support them.
- Accidents. Any damages, breakages, cleaning incidents, i.e. bodily fluids, must be reported.