



MURWILLUMBAH HOLISTIC HUB

ROOM RENTAL AGREEMENT

This is an agreement between Murwillumbah Holistic Hub and the practitioner who would like to rent the rooms (Studio, Sanctuary or Soothe) for private practice.

Murwillumbah Holistic Hub, is trading under Trayner Pty Ltd (ABN 81 086 279 790).

Clinic location: 96 Murwillumbah St, Murwillumbah NSW 2484

AD HOC BOOKINGS

These bookings are to be made online at www.murwillumbahholistichub.com, using the Reserve Room feature, preferably 24 hours before the start time. If booking is made *within* the 24 hour start time window please phone 0409204797 to confirm.

Payment to be made online at the time of booking to confirm reservation.

All bookings are made using our online system only.

All bookings are a minimum of one hour for Studio and half day for Sanctuary and Soothe Rooms.

Cancellations made with minimum 24 hours notice receive full refund.

REGULAR WEEKLY/FORTNIGHTLY/MONTHLY BOOKINGS

These bookings are to be made online at www.murwillumbahholistichub.com, using the Reserve Room feature, preferably 24 hours before the start time of first date. If booking is made *within* the 24 hour start time window of first date please phone 0409204797 to confirm.

First session's payment to be made online at the time of booking to confirm reservation.

Payment is collected weekly/fortnightly/monthly via online subscription.

All bookings are made using our online system only.

All individual date bookings are a minimum of one hour for Studio and half day for Sanctuary and Soothe Rooms.

Weekly bookings require one weeks notice to cancel subscription payments.

Fortnightly bookings require on fortnight notice to cancel subscription payments.

Monthly bookings require one month notice to cancel subscription payments.

FOR ALL BOOKINGS:

Murwillumbah Holistic Hub agrees to:

1. Offer a clean, safe, confidential environment for the practitioner and client to work in.
2. Give at least 24 hrs notice wherever possible of building closures.
3. Give one month's notice if rooms are no longer being used for rental purposes.
4. Offer limited marketing services as an inclusion in your booking. This includes displaying posters/flyers/cards in their street level display case and waiting area as well as promoting your offering through their website and social media pages and sharing to multiple local community pages.
5. Notify the practitioner of any correspondence to them sent to Murwillumbah Holistic Hub and to keep it safe and confidential until it can be collected.
6. Deal with any complaints and grievances in line with Murwillumbah Holistic Hub complaints policy.

The practitioner agrees to:

1. Respect all furniture, equipment and fittings and to leave the rooms in a clean and tidy condition, suitable for the next user.
2. Inform Murwillumbah Holistic Hub if they need to cancel a booking in accordance with the booking payments details above. We recommend practitioners agree similar terms with their clients.
3. Provide their own additional resources and do their own administration.
4. Ensure payment for room hire when due. Failure to do so will result in termination of this agreement.
5. Be fully responsible for the health and safety of their clients/course participant. Murwillumbah Holistic Hub are not responsible for damage to personal property. All bags and coats are left at the clients own risk.
6. Provide up to date public liability insurance and professional indemnity insurance (where applicable) and also maintain professional body membership, qualifications etc. where necessary and maintain for the duration of this agreement.
7. Indemnify Murwillumbah Holistic Hub from any liability, loss or damage arising from the practitioner's activities.
8. Operate within the General Terms and Conditions of Room Rental (below).

GENERAL TERMS AND CONDITIONS OF ROOM RENTAL

Murwillumbah Holistic Hub will not deal with any financial transactions or payment of fees on your behalf. You should maintain full control over your bookings and treatment of your clients, including client records and advertising materials. You should inform your client that Murwillumbah Holistic Hub is not involved in the professional arrangements between you and your client. You should always conduct yourself in a professional manner whilst using the rooms and the building. You are responsible for addressing your client's conduct if needed.

The room/s must only be used during the hours that have been agreed and booked. Please double check that the booking has been made correctly as we cannot be responsible for any mistakes that are made.

Please vacate the room as soon as your session has finished. Other practitioners may be using the room and therefore running over the allocated time session is not permitted.

All equipment provided in your reserved room may be used by you and/or your clients during the hire session. No equipment belonging to Murwillumbah Holistic Hub is to be removed from the building by you or your clients.

You are responsible for bringing any additional equipment you require to the clinic and any equipment left in the building is done so at your own risk. Murwillumbah Holistic Hub will accept no responsibility for personal or professional items left on the premises.

You are responsible for the room and its contents during your sessions. Any damage that occurs during this time must be brought to our attention and payment for any damages must be received within 14 days of billing.

The room must be left in a safe and tidy condition so that other therapists can use it immediately after you. If any incidents or accidents occur that require attention, please report it immediately.

You do not have the authority to enter into contracts on behalf of Murwillumbah Holistic Hub. It is forbidden to sublet the therapy room or use it for any other purpose other than what has been agreed.

You are not permitted to make a copy of any video entry instructions and you are not permitted to give your entry code to a third party.

If you are the last person to leave the building, you must ensure that all lights are switched off, the air conditioners and fans have been switched off and the door has been locked as instructed.