

Wellspring

centre for psychotherapy and counselling
30th anniversary year 2008

2007- 2008

GENERAL INFORMATION

ROOMS

There are 9 rooms in Wellspring.

Room 5 will take up to 14 people

Room 4 & 5 can be made into a large room accommodating up to 20 people.

You are welcome to come and look at the rooms and facilities.

RATES

Room for 1:1 and couples work are charged at a rate of £8 per hour. Room 5 (Group work) is charged at £14 per hour. Rates for half days and full days are negotiable.

APPLICATION PROCEDURE

1. Establish room availability with the Administrator.
2. Send application to Room Allocation Group (i.e. application form, CV, including details of accreditation/registration and membership of professional bodies and a description of intended work/training.
3. Attend a brief interview
4. References are taken up
5. If acceptable to both parties, contract is signed.
6. Arrange bookings with Administrator and pay deposit for keys.

ACCESS

- Anyone using rooms at weekends or evenings should arrange in advance to pick up the keys and be given the procedure for locking up
- If keys are required they need to be returned put them through letterbox after locking up

- Room bookings should be confirmed with the Administrator at least one week in advance of intended use
- We regret that the building is not suitable for disabled access
- You should indicate your presence or departure on the in/out board in the office.

ADVERTISING

Practitioners and groups may only advertise as 'Venue: 13 Smith's Place' (Wellspring)".

BOOKINGS

- Bookings should be arranged with the Administrator
- Bookings cannot generally be made for more than 1 year ahead of time
- Bookings are charged for the *total time* that the room is needed, including setting up, etc.
- All room bookings will be for a minimum of 1 hour
- Bookings for 1 to 1 and couple work should be made at least 1 week in advance and at least one month in advance for group work

FACILITIES

- Kitchen facilities are available to therapists during the week and may be used by groups at weekends
- You may wish to bring your own coffee/tea, etc. for weekend groups
- There is an urn and enough mugs for 20
- Please ensure that you clear up after yourselves

RESOURCES

- There are massage tables in the building. Please let us know in advance if you require them
- A flip chart and stand are available
- TV, DVD and video players are available

CONDITIONS OF RENTING

GENERAL

- Rooms should be left as far as possible as you found them, e.g. repositioning any furniture
- Donations for teas/coffees should be put in an envelope and posted through the letterbox in the door next to the waiting room

- The waiting room is a quiet space for clients and should not be used for discussions
- Wellspring does not provide storage space.
- The room allocation group should be notified of any new event or change in type of therapy provided. The group may wish to re-interview the renter to discuss this.

PAYMENT

- Payment for 1:1 can be made on the day or an invoice will be sent at the end of each month
- Payment for weekend workshops will be invoiced at the end of each month
- Bookings made for weekend workshops and block bookings must be accompanied by a 20% deposit paid in advance.

CANCELLATION

- 1 to 1 and couple work-one week's notice. Otherwise you will be charged the full fee.
- For regular training workshops and weekend bookings -the organisation and/or the facilitator of the group is required to give at least one month's notice in writing for any cancellations prior to the start of the course/workshop. Otherwise you will be charged the full fee.

RECEPTION HOURS

Monday to Thursday - 9.00am to 5.30pm

Friday - 9.00am to 1.00pm

There is a 24-hour answering service

Wellspring
13 Smith's Place
Edinburgh
EH6 8NT
0131 553 6660
mail@wellspring-scotland.co.uk