

**ROOM RENTAL**

**OUR ROOMS**

* We have a total of 10 rooms for hire at Wellspring.
* Our group room can accommodate up to 20 people.
* You are welcome to make an appointment to come and look at the rooms and the facilities.

**RATES**

* Rooms for 1:1 and couples work is £11 per hour.
* Room for group work is £14 per hour.
* Rates for whole day on the weekend is £80 or £70 if the room is used for two days
* A minimum of three hours a week is required when booking a regular weekly slot.
* We allow 7 weeks holiday in a 12 month period where you will not be charged.

**APPLICATION PROCEDURE**

* Email room.hire@wellspring.co.uk for a booking form
* If we can accommodate your request, we’ll invite you in for a chat to discuss this further
* If we both think we’re a good match, and decide to proceed, then we’ll take up your references
* Upon receipt of suitable references, we’ll issue you with a contract to sign

**ACCESS**

* Keys are to be picked up in advance. The procedures for entering and leaving the building will be given at this point.
* If keys need to be returned, please put them through the letterbox after locking up
* Room bookings should be confirmed at least one week in advance of intended use.
* Wellspring has nine steps to enter the building, which may limit access for some people.
* You should indicate your presence or departure on the in/out board in the office.

**ADVERTSING**

* You may only advertise as Venue 13 Smith’s Place. Wellspring must not be included, unless otherwise agreed.

**BOOKINGS**

* Bookings will be arranged with the Administrator
* Bookings cannot generally be booked more than one year in advance
* 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 one hour.
* Bookings for 1:1 and couple work are to be made at least one week in advance. Group work must be booked at least one month in advance.

**FACILITIES**

* Kitchen facilities are available and may be used by groups at an additional charge of £10
* Groups using the kitchen will provide their own refreshments i.e., tea and coffee etc. There is an urn and enough mugs for twenty people.
* Please ensure that you clear up after yourselves and leave all the rooms you used as you found them.
* Wellspring can provide a flip chart, stand and TV.

**CONDITIONS OF RENTING**

* Rooms should be left as you found them, e.g., repositioning furniture etc.
* The waiting room is a quiet space for clients and is not to be used for discussions, and/or phone calls.
* Wellspring does not provide storage space.
* Wellspring does not provide reception cover.
* The Wellspring Managers should be contacted and agree any new event or change in type of therapy/service provided, at least two weeks in advance of proposed change.

**PAYMENT**

* Payment will be invoiced at the end of each month and paid within 28 days.
* Weekend workshops & block bookings require a 20% deposit paid two weeks in advance.

**CANCELLATION**

* 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.