# Hiring Space at the Stress Project

## Thank you for your interest in hiring space at the Stress Project.

## We are located in a peaceful, residential area in Islington; 7 minutes walk form Holloway Road tube station (Piccadilly Line) and within easy access of many bus routes. The building is clean, tidy and warm. Revenue generated by hiring space is used to directly improve the therapeutic services we offer to the local community.

After having read this document, please feel free to contact us if you have any further questions or have any special requirements.

**What spaces are available at the Stress Project?**

**1: Therapy Rooms –** 2 rooms on the (third) top floor and one room on the first floor of the building, equipped for both talking and body therapies - with comfortable chairs, massage tables and shiatsu futons.

There is a toilet with washbasin that is for the sole use of these 3 rooms.

These rooms are available before 9.30am and after 5pm during the week and all day Friday Saturday & Sunday.

**3: Ground floor space –** a large self-contained area, including 2 large rooms, kitchen area, toilet, and access to a lovely walled back garden & patio. This area is equipped with folding chairs, floor cushions, and a flip chart easel.

This space is available after 5pm during the week and all-day Saturday & Sunday.

**Extras:** For an additional fee we can provide clean towels, paper couch roll, yoga mats and flip chart pads. We have 2 futons and 3 massage couches.

**Costs**

**Earth (Ground Floor**):

£150 full-day (9-5pm) - *£50 deposit required.*

£75 half-day (9am-1pm, or 1pm to 5pm). £65 perevening (5pm to 9pm). £25 per hour – *all require a £20 deposit.*

**Ocean, Healing and Zen:** *See below (all require a £20 deposit)*

|  |  |  |
| --- | --- | --- |
| **Number of Hours****per Week** | **Continuous Bookings (per hour)** | **Casual Bookings****(per hour)** |
| 1 hour | £12 | £15 |
| 2 Hours | £11 | £15 |
| 3-6 Hours | £10 | £13 |

**How do I book space?**

1. Read the Terms of Hire on the reverse of the Space Hire Agreement.

2. Telephone or email the Stress Project to confirm that the space(s) required are available and make a provisional booking. This booking will be held for 48 hours.

3. Complete the Space Hire Agreement and return it with your payment and deposit (in cash or cheque) to the Stress Project main office. Cheques should be made payable to “Holloway Neighbourhood Group”.

4. When you have returned the agreement and paid, your booking will be confirmed. You will be given a copy of the hire agreement and a receipt. Please keep your receipt in a safe place – you will need it to get your deposit back when you return the keys.

5. When space is rented on a continuous basis a monthly invoice will be issued at the end of each calendar month that will be due for payment within one week. If the full amount is not settled in that time a 10% interest charge will then fall due on any outstanding monies (see clause 16 in the Terms of Hire).

6. Private practitioners wishing to hire space at the Stress Project must provide a copy of their qualifications, practitioner insurance and certificate of membership of any professional organisation or governing body.

**Room Hire Agreement**

Your name: ………………………………………………………………………………………………….

Organisation: ………………………………………………………………………………………………..

Address: ……………………………………………………………………………………………………..

Telephone: Day ……….…… Evening ………………… Email: ...........................................

Space required: Individual room…… Ground floor…...

Date required: ………………. Is this a: Casual booking….. Continuous booking…...

Time required: From:…………………….. To:……………………………

Extras required: Invoice on a monthly basis

Purpose of hire:…………………………………………………………………………………………….

……………………………………………………………………………………………………………….

I agree to abide by the “Terms of Hire” set out overleaf and the information given above and understand that failure to do so may result in the loss of my deposit and/or the immediate termination of this agreement.

Signature of Hirer: …………………………… Print name: ………………...…… Date: .............

On behalf of the Stress Project: …………….......Print name: ……...…...…… Date:................

**FOR OFFICE USE**

Charges: Space hire: ……………………… Deposit:……………………….

Extras: ……………………… KEYS: Latch…………

 Total: ……………………… Full set………

**Stress Project Terms of Hire**

1. The hirer may use the premises as set out below.
2. In particular, the hirer may not use Stress Project premises for any act, which contravenes our Code of practice and Equal Opportunities policy.
3. It is the responsibility of the hirer named overleaf to ensure the maximum capacities for each space hired is not exceeded.(Ground floor – 25 persons Therapy Rooms – 5 persons)
4. It is the responsibility of the hirer to ensure that no activity, or person invited by them onto the premises, causes any noise or other nuisance or annoyance to any other user of the premises or adjoining rooms.
5. The hirer, or anyone invited by them into the premises, will not obstruct any access, spaces or routes to adjoining rooms.
6. The hirer is responsible for any matters relating to health, safety or security arising out of their activities. The hirer will immediately notify the Stress Project office if they become aware of any risk to health, safety or security within the spaces hired, or any access or route to them.
7. The hirer is responsible for complying with the security procedures of the building, of which information has been provided. They are required to lock fully all doors and windows in the space they are using and the back gate (if applicable) when they leave, to set and unset the alarm in accordance with the instructions given, and to contact the alarm company and the Stress Project representative in the instance of any problem with the alarm.
8. The hirer is responsible for turning off any electrical equipment used during the course of the time hired e.g. lights, fires, tape players, tea urns, cookers etc. An excess charge will be added to the invoice to cover electricity used if items are found to have been left on after the renter has left the building.
9. The hirer must comply with all fire regulations displayed. The burning of candles is not permitted.
10. The hirer is responsible for any damage to Stress Project property or facilities arising out of their use of space or the activities of any persons using the space during the hire.
11. The hirer may not sub-hire or allow any other to use the premises.
12. The hirer must be present at all times during the hire period.
13. The hirer will not undertake any activity requiring a license or the consent of any third party without a) informing the Stress Project and obtaining Stress Projects consent, b) obtaining any necessary licenses or consents, c) providing a copy of any such license or consent to the Stress Project.
14. The hirer is responsible for leaving the premises clean and tidy, and returning all furniture and equipment to the position it was in at the start of the booking. If the room is not left in its original condition a charge of £10 will be made for each hour or part hour of caretaking/cleaning. This charge will be added to the monthly invoice.
15. The hirer will indemnify Stress Project against any claim, cost, loss or damage arising out of the hirer’s use or allowed onto the premises by the hirer, or arising from any breach of this agreement.
16. If the hirer fails to pay any money due they must pay interest on the overdue amount at 10% per month or part of a month until the amount is paid in full. Monthly invoices are required to be settled within30 days of issue or the 10% interest of the outstanding amount will be charged charge.
17. The Stress Project reserves the right to cancel any booking without notice and return all monies to the hirer.
18. It is the responsibility of the hirer to remain within the areas hired and not to enter other areas of the building or allow others allowed on to the premises to do so.