



Room hire Agreement Women's Centre Waitakere

This document contains the Terms and Conditions for room hire at the Women's Centre Waitakere- 111 McLeod Road, Te Atatu South.

1. Understanding

"The Centre" – Women's Centre Waitakere or its agents or employees "Hirer" – the person or organisation taking responsibility for renting a room or rooms on the premises at the Centre.

The room hire agreement is for hire of a consultation room(s) at 111, McLeod Road, Te Atatu South by practitioners working as counsellors, social workers, facilitators in the area of therapy, counselling and wellbeing or social service delivery. The understanding is that Hires will practice mutually supportive businesses.

The Hirer will share the use of the premises with other practitioners. Consideration for other Hirers and users of the rooms in the centre is central to this agreement. Women's Centre Waitakere may terminate this agreement forthwith if the Hirer fails to observe or perform any obligation under this agreement.

This agreement must be signed, and agreed by the Centre, before confirmation of Hire acceptance is issued.

2. Hours and rates

Counsellors and Therapists:

Rooms can be hired by the session or the day. A session is calculated on an hourly basis at a rate of \$15.00 per hour inclusive of GST. The Centre can be accessed anytime between 8:00am to 9:00pm. All rooms cost the same for counselling sessions. Full day hire is available on the weekends.

The Centre is not staffed with reception service so access to the Centre for clients will have to be managed by the Hirer (in conjunction with any other Hirers). The Centre has three rooms available for hire. The Rata room is the largest and can hold up to 10 people. The Manuka and Kowhai rooms can be used for counselling services and hold up to 4 people.

Meetings, courses and classes:

Rates for Rata room for meetings and classes are \$15.00/hour for hourly sessions or \$80.00 per day for 6 hours (on weekends). Half day sessions of 2:00pm to 6:30pm are available Monday to Friday for \$50.00 inclusive of GST for hirers. Rates are GST inclusive.

The Centre has wheelchair access from the parking space at the back and through the back door. The kitchen has facilities such as microwave, hot water urn, kettle, refrigerator, sink and dishwasher along with coffee, tea and mugs. Please tidy up after yourself and remind clients to do so.

Room Rates:

Counselling/Therapy:

\$15.00/hour for individual sessions.

\$50.00 from 3:00pm to 6:30pm Monday to Friday for the Rata room.

\$80.00 for all rooms (on weekends)

3. Professional Regulation

a. Counselling/ Therapists

All Counselling and/or Psychotherapy practitioners applying to practice from the Centre's premises must provide documented evidence that:

- they hold current and adequate professional indemnity insurance
- they are currently under regular professional clinical supervision to NZAC standards
- they hold current membership of an external regulating body such as NZAC, NZCCA and/or relevant regulating bodies.

4. Regular bookings

Regular bookings can be made on a monthly or 3 monthly basis. Amendments can be made giving at least 2 weeks' notice before the end of the period. The Hirer will pay room hire to the Centre account on receipt of invoice. The Hirers name should be put into the reference section when paying on line

5. Ad hoc bookings

This must be done with at least two weeks' notice. Payment for one off bookings are required on receipt of invoice. Payment is to be made to the Centre bank account.

6. Hirers responsibilities

The Hirer will maintain the condition of the room, and leave it as initially found.

The Hirer will report any damage to equipment, furniture or the building immediately, and will be responsible for any repair costs if deemed at fault.

The Hirer will be responsible for the health and safety of their clients. The Centre is not responsible for damage to personal property.

The Hirer accepts full responsibility for their own conduct and that of their clients around the Centre and other clients/users who may be present.

The Hirer is required to take all necessary steps to comply with health and safety and fire safety standards. All waste must be tidied up and emptied into the waste bin. Dishes and mugs washed and put away.

Vacuum and cleaning equipment if needed is available in the bathroom and under the bench in the kitchen.

The Hirer will provide the Centre with copies of all professional qualifications, and both professional and public indemnity insurances, which must be valid when hiring a room for Counselling/Therapy.

7. Parking

There are 4 parking spaces available at the back of the Centre for use by the Counsellors and Centre staff **only**. Please inform all clients to park on McLeod Road at the front of the Centre as it is disruptive to other counsellors when clients park behind other clients who may need to leave.

Illegal parking will be towed. Please inform clients that parking is only available at the Centre after 2:00pm. All clients accessing the Centre before 2:00pm must park on McLeod Road.

Hirer Signature:.....

Centre Signature:.....

Date & Details:.....