



ROOM LICENSE AGREEMENT - LIGHT CENTRE

36 St Mary at Hill, London, EC2R 8DU

This contract is made between Light Centre Monument Ltd (hereby referred to as the 'Centre') and:
 _____ (Licensee) of **[Please insert your address here]**

I, _____ agree to the licensed use of a treatment room at the Light Centre Monument, located at 36 St Mary at Hill, London, EC2R 8DU. The details of the rooms and fees are as follows:

Room No	Day of the week	Times	Fee per session	Monthly Amount Payable
*	*****	**.**. - **.**.	£**	£**
Total fee per month based on 52 weeks of the year				£**

Type of Therapy to be Practiced: _____

Start Date: _____

I agree to pay the licence fee monthly in advance into the Light Centre's account below, arriving in the account no later than the first day of each month.

I agree to pay the initial fee of £** for **February 2018** within two working days of signing this contract in order to secure the room, and at the same time set up a standing order to pay my monthly license fee of £** starting from **1st March 2018**.

Bank Account details:

The Light Centre Monument Ltd

***** Bank

Sort code: ** ** *

Account no: *****

Please use **your name** as the reference for your payment/s.

Principal Terms and Conditions

The Centre may terminate the Licence with immediate effect if there is non-payment by the Licensee, if there is any breach of this Licence, if the Licensee becomes insolvent or if the Licensor's lease of the Centre is terminated.

If a Licensee fails to pay all or part of their license fee on the due date, any credit and debit card payments held by the Centre on the Licensee's behalf may be used by the Centre to settle the outstanding amount. If insufficient funds are available and the Licensee fails to resolve the

outstanding amount within 14 days, then the Centre reserves the right to terminate the Licensee's contract without further notice.

The Centre also reserves the right to terminate the Licensee agreement without notice, if the Licensee behaves in an inappropriate or unethical manner.

The License fee can be amended by the Centre upon giving three month's written notice.

No refunds or discounts will be made for any days when the Licensee is absent, including bank holidays. Please note that a reduced fee is already included for Mondays and Friday slots when more bank holidays tend to occur.

Either party to this contract may terminate the agreement by giving to the other three calendar month's notice in writing. The standing order must be maintained for the next three monthly payments.

On termination of this agreement (however that shall have occurred), all remaining fees payable by the licensee to the Centre under the terms of this agreement will be paid in full, just as those charges would have been paid if the agreement had remained in effect.

In signing this agreement, I also agree to abide by the Centre's '**conditions of license**' which I have been given alongside this document and any updates that may be given to me from time to time, as well as the '**guidelines for therapists**'.

This agreement supersedes any prior agreement for the license specified above between the Centre and the Licensee whether written or verbal, and any such prior arrangements are cancelled with immediate effect, but without prejudice to any rights which have already accrued to either party.

Rooms allocated for use by the Licensee are for temporary, non-exclusive use and do not constitute any form of tenancy of such rooms.

Signed, for and on behalf of Light Centre Monument Ltd:

.....
Mark Thompson, CEO

Date:

Signed, for and on behalf of the Licensee:

.....
(Practitioner's name)

Date:

THERAPY ROOM LICENSE AGREEMENT - LIGHT CENTRE

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CONDITIONS OF LICENCE

This edition, updated 1st January 2018, replaces any conditions previously issued.

The Licence fee is for use of a treatment room and its supplied furniture only. Licensees need to supply their own specialist equipment, consumables and administrative items as appropriate. The Centre cannot be held responsible for any loss of, or damage to these items.

The services or products provided by the Licensee must be consistent with those stated in this contract. Any additional services or products offered must first be agreed in writing by the Centre.

The Licensee is personally responsible for the safe provision of their services, including arrangement and maintenance of all necessary insurances, indemnities and registrations to cover their work at the Centre, copies of which the Licensee agrees to submit to the Centre whenever they are renewed or updated.

The Licensee agrees to make themselves aware of and comply with all appropriate health and safety laws pertaining to their work and business and register their services, if necessary, with the local authorities.

The Licensee agrees that they will not seek to enter their room before the designated start time of their session (normally 8am or 2.15pm).

The Licensee agrees to vacate their room at or before the agreed finishing time for each session (normally 2pm or 8.15pm).

At the end of each session, the Licensee agrees to leave their room as they found it and in a neat and tidy state, removing all of their equipment and possessions from the room (or putting them into their storage box), returning all equipment to its correct place, putting used towels in the relevant collection bin, and emptying the waste bin into the main Centre bin.

The Licensor agrees to maintain the room and the equipment in a safe and usable condition and to provide the room in a neat and tidy state.

The Licensee agrees to pay in full for any damage caused during their session to the treatment room or its fixtures, fittings or equipment, howsoever this may have occurred.

Whilst it will endeavour to offer a regular room, the Centre reserves the right to change the room allocated for a session, or to offer an equivalent alternative room elsewhere if necessary.

The Centre reserves the right to change the equipment, decoration, furniture and/or fittings in the room as and when necessary.

The Centre reserves the right, during renovation work, or for other unforeseen circumstances, to cancel a session or sessions by giving the Licensee a minimum of four weeks' notice. In this case the Licensee will be reimbursed the cost of the room for those sessions.

The Licensee agrees to give a list of any clients they are expecting to the Centre receptionist on arrival for their session.

Reception and administration facilities and services are provided at the Centre's discretion.

Use of the Centre's telephones, computers, printers and other administrative equipment are not included in this licence agreement.

If the Centre agrees to take payment from the licensee's clients, then the Licensee will retain responsibility for this money at all times. The Licensee must collect the money and any credit or debit card receipts at the end of each session and will be responsible for following up on any missed payments, deficits or invalid transactions that occur.

If the Centre agrees to take credit and debit card payments on behalf of the Licensee, then these will be forwarded to the Licensee, minus appropriate bank deductions (currently 1.5%), within five days of the end of each month, using the information on the Centre's payment logging system.

The Licensee agrees to reimburse to the Centre any overpayments of credit or debit card money made in error within seven days of the error being identified and conveyed to the Licensee.

Any discrepancies over credit or debit card reimbursements must be notified to the Centre within 30 days of the payment of such. The Centre will endeavour to resolve any discrepancies within 7 days of notification. Where a resolution cannot be found, the Centre's decision on the matter will be final.

If allocated a key for the Centre, the licensee will pay a deposit of £20 which will be returned on production of the key and deposit receipt, when this agreement expires.

If the Licensee is the last to leave the Centre and a receptionist is not available, the Licensee assumes responsibility for locking all doors and windows and turning off any appropriate lights or electrical equipment.

The Licensee will be solely responsible for marketing their own services. Whilst the Centre will endeavour to list the licensee's services in its literature and website, this does not imply that the Centre takes any responsibility for marketing their services.

The Licensee agrees not to solicit business within the Centre, or on the Centre's premises, by approaching other clients while they are waiting for classes or therapies.

The Licensee will only display in the Centre, the leaflets and business cards that use the Light Centre's template and are printed by the Light Centre's designated printer. Any further promotional materials, literature or advertising must be submitted to the Centre for agreement before it is displayed on the Centre's premises.

The Licensee cannot at any time offer employment to, or endeavour to entice away, any person employed by, or contracted to the Centre.

This Licence is personal to the Licensee and may not be assigned, shared or disposed of by the licensee.

The Licensee is allowed to nominate an associate to work in their place as long as they take full responsibility for their action and the associate has an equivalent qualification and their own

sufficient insurance. The Licensee cannot appoint an existing teacher or practitioner from the Centre as an associate without the Centre's written approval.

The Licensee cannot assign their room time to 'external' practitioners without prior written consent from the centre.

When allowing an 'internal' practitioner to use their room, the Licensee will follow the Centre's guidelines in so doing.

The Licensee will be provided with one couch roll per month free of charge. After this, additional couch rolls can be obtained from reception at the stated charge.

The Licensee will be provided with one towel per session free of charge. Additional towels can be obtained from reception at the stated charge.

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ADDITIONAL PRACTITIONER GUIDELINES

This edition, updated 1st January 2018, replaces any conditions previously issued.

These guidelines and procedures accompany the contract under which practitioners license treatment rooms from the Light Centre. As such, adherence to any explicit procedures noted here forms part of the agreement between the practitioner and the Centre.

RECEPTION TIMES

The reception at the Centre is normally open for practitioner transactions and enquiries from 7am in the morning until 8.30pm in the evening. After 8.30pm the receptionist may still be present but they will be going through their closing up procedures. All payments from therapy clients or queries from practitioners must thus be made before this time.

THERAPY ROOM TIMES

Unless otherwise agreed, the morning therapy session starts at 8am and finishes at 2pm. The afternoon session starts at 2.15pm and finishes at 8.15pm. This means that therapists have access to their room at 8am or 2.15pm and not before. They are also required to vacate their room, leaving it tidy, promptly at 2pm or 8.15pm.

Practitioners wishing to enter the room before the scheduled start or remain in the room after the scheduled ending time, no matter how long this is for, must have prior agreement with the Centre manager and pay for an extended session.

SUB-LETTING OF THERAPY ROOMS

A practitioner's room is for the sole use of the contracted practitioner and cannot be sub-let to any other practitioner apart from other currently contracted Light Centre practitioners using the ad hoc system detailed below.

A Practitioner who will be away for a minimum of one month can, with the prior permission of the Centre manager, elect a locum practitioner to replace them so long as they operate a similar practice and present comparable qualifications and insurance.

AD HOC BOOKINGS

Practitioners are expected to closely follow the following procedures for ad hoc hire:

1. Ad hoc slots are sold in one-hour blocks only. During the morning session they must start on the hour and in the afternoon session at 15 minutes past the hour. 90 minute slots may be available at the discretion of the Centre manager or reception.
2. The hour before and after normal therapy times (i.e. 7am to 8am and 8.15pm to 9.15pm) can also be booked with reception, giving a minimum of 24 hours' notice. Prepayment is mandatory.

3. Only practitioners who already have a contract and are up-to-date with their fees may book ad hoc slots.
4. Practitioners with a contract for one Light Centre cannot ad hoc in a different Light Centre, unless using the weekend ad hoc scheme.
5. An ad hoc slot can only be used by the practitioner who booked the slot.
6. Slots can be booked either in person at reception or over the telephone and **payment must be made at the time of booking** (i.e. in advance of the session). Bookings will not be accepted by email.
7. Practitioners are requested to try to book their ad hoc times when reception is less busy, i.e. between 8am and 12 noon or 2.30pm to 5.30pm.
8. Cancellations made within 24 hours of the booking will not be refunded. Cancellations giving more than 24 hours' notice will generate a credit for the practitioner to be used at another time. No refunds are given.
9. Slots booked directly from the Centre can be paid for using either cash or a debit/credit card. Slots booked from other practitioners must be paid for in cash, as this will then be put directly in each practitioners' pouch.
10. The practitioner's box will be taken out and ready for them, providing reception have a minimum of 24 hours' notice of the booking. For bookings made within 24 hours it may not be possible to take out the practitioner's box, as it might mean disturbing another treatment.
11. Practitioners wishing to open up their slot for ad hoc bookings (e.g. if you're on holiday), should notify reception in advance.
12. It is essential that practitioners finish their ad hoc slot on time and leave the room neat and tidy. The Centre reserves the right to charge an additional proportionate fee if this does not happen.

COURTESY TO RECEPTIONISTS

Practitioners are expected to interact with the Centre's receptionists in a friendly, cooperative and courteous manner at all times. Any problems or issues with a receptionist should be immediately referred to the Centre manager.

Upon arrival all practitioners are requested to write out a list of their clients on a stick-it note and give it to the receptionist. The receptionist will then be better able to greet clients and know how to assign any payments.

The receptionists are often very busy and need to concentrate on their tasks. Practitioners are thus requested to enter the reception area only when absolutely necessary, not to linger there and never to use the reception as a staff area or place to eat food. They should also avoid chatting to receptionists wherever possible.

Practitioners are not authorised to use the reception computers or printers without the prior agreement of the Centre manager.

Practitioners are requested to be respectful of people who are queuing to be served by the receptionist and not to step in front of them unless absolutely necessary.

TOWELS AND COUCH ROLLS

Practitioners are contractually entitled to **one towel per session only**. Additional towels may be provided at the discretion of the Centre, but only if the practitioner agrees to reuse towels wherever possible and keep their usage to the very minimum necessary.

If any practitioner is deemed to be using an excessive amount of towels, then they will be asked to pay an additional charge of £1 for every extra large towel and 50p for every extra small towel. This is at the sole discretion of the Centre manager and requires no notice.

This excessive use policy also applies to couch rolls, of which the practitioner is contractually entitled to one couch roll per month per contracted session.

LEAVING TREATMENT ROOMS TIDY

Practitioners are reminded that their contract requires them to leave their room neat and tidy and in the same state as they found it. The Centre reserves the right to charge an additional and proportionate fee to any practitioner who does not leave their room in this state.

Acupuncture needles must be placed in the sharps boxes provided (please remember never to close the cover on the box until it is full).

It is essential that any practitioner using needles counts the needles they use and then counts them into the sharps bin afterwards. Any needle left on the floor will constitute a breach and possible immediate cancellation of the practitioner's contract.

Practitioners using oils will automatically be charged a £20 fee for every oil stain left on a treatment room carpet.

Wet waste must be poured down a sink before disposal and never left in a treatment room bin. Any damage caused to the room, furniture or equipment must be reported to the receptionist immediately after the session in which it occurs. The practitioner's contract gives the Centre the right to charge for the repair or replacement of any damaged fixture or fitting at its discretion. Failure to immediately notify us of this will automatically invoke this clause.

N.B. Receptionists will now inspect treatment rooms more thoroughly at the end of each session and will make more careful notes on any contraventions of the above.

ADDITIONAL SERVICES

To improve the experience of practitioners in the Centre we currently offer the following additional services. These are not contractual obligations and are provided at the discretion of the Centre. Their continuation is thus not guaranteed and they can thus be removed at any time:

Attending corporate events – when LC staff visit companies to promote the Centre they may ask a few relevant practitioners if they would like to attend. This is a chance to offer free taster sessions and thus gain possible new clients. Please let the Centre manager know if this is something you are

willing to do. The manager will decide which practitioners are most appropriate for each visit and is thus at their discretion only.

Wifi access – we prioritise use by practitioners so please ask reception for details on how to connect. Due to infrastructural restrictions, neither Centre yet has access to super-fast broadband, so we provide the best service we can within these limitations.

Mind Body Online Access – practitioners are able to view their transactions online using the log in details provided when they join. It is the practitioner's duty to check that these transactions are correctly recorded.

Displaying Leaflets – All practitioners can display leaflets on the shelves provided as long as they use the LC template. Practitioners are responsible for reordering and restocking their own leaflets.

Pouches and Boxes – Practitioner boxes are provided where space permits, but these must not be over filled or be too heavy. Pouches for receipts and cash payments are also provided but must be emptied regularly.

Facebook Group – Current practitioners are free to use our Facebook Group called LightCentreStaff. This allows all teachers and practitioners to communicate easily with each other. It is particularly useful for letting people know about free slots, but please remember that bookings must be made through reception

£2 Classes – Practitioners are allowed to attend drop-in classes for £2 a class, where spaces are free. This £2 goes to the teacher and not the Centre. Please remember to book classes at reception.

15% Discount at Crussh – Just tell the Crussh staff that you're a LC practitioner when you make your purchase. Applies only to the two LC Crussh cafes.

50% off LC Mindfulness Courses – Ask at reception if you are interested

SERVICES NOT OFFERED

Reception cannot take bookings for practitioners.

The Centre's address should not be used by practitioners for correspondence or deliveries without the prior agreement of the Centre manager. Aside from leaflets and business cards all other mail or parcels should be sent to the practitioner's home or office address.