



Bramham Therapy

counselling · psychotherapy · integrated health

www.bramhamtherapy.co.uk

Marlborough & Newbury

info@bramhamtherapy.co.uk

Room Hire Fees and Terms

Join our community of therapists from as little as £45 pcm. Welcome your clients to our beautiful and professional spaces in Newbury & Marlborough, designed specifically with therapy in mind. Subject to availability, we offer three ways of booking rooms:

	Regular Block Bookings		Flexible Bookings		Ad-hoc Bookings		
Structure and Cost	0800-1200: £28 (£7/hour) 1230-1630: £30 (£7.50/hour) 1700-2100: £32 (£8/hour) + £1 per block for Zebra & Skylight (Newbury) Complimentary extensions: AM slot: 7-8 am. Eve slot: 9-10 pm		Any lone or consecutive hours at any time More flexibility with long-term security Lone hours: £11.50/hour 2 + consecutive hours: £9.50/hour + 30p per hour for Zebra & Skylight (Newbury)		Any lone or consecutive hours at any time Most flexibility but no long-term security £11.50/hour + 30p per hour for Zebra & Skylight (Newbury)		
Available Rooms							
Newbury	Marlborough	Newbury	Marlborough	Newbury	Marlborough	Newbury	Marlborough
1 Zebra (incl parking)	1 2	✓	✓ at our discretion	✓	✓ at our discretion	✓	✓ at our discretion
2 Skylight (incl parking)	3 4	✓	x ✓	✓	✓ x	✓	✓ at our discretion
3 The Snug	5	✓	✓	✓	x	✓	at our discretion
Discounts per week	2 or 3 blocks: 10% off 4 or 5 blocks: 15% off 6 + blocks: 20% off		8-12 hours: 10% off 13-20 hours: 15% off 21+ hours: 20% off		No discounts for multiple hours		
Bookings and Cancellations	Reserved and paid for on an ongoing, weekly, permanent basis 51 weeks per year with deductions for bank holidays Payable monthly in advance Changes/cancellations possible with one full calendar month's notice				Minimum charge £45 pcm or sum of hours, whichever the higher Bookable 6 weeks in advance only Full payment with less than 72 hours' notice of cancellation (no charge with more notice) Payable monthly in arrears		
Terms of Room Use	30 minutes between regular block bookings for smooth changeover. Rooms to be vacated 15 mins after finish time.		All flexible/ad hoc bookings are for a minimum of 60 minutes with 30 minute increments thereafter. Rooms to be vacated 5 minutes after booking finish time. Strict 15 minute changeover required. Bookings to be made on the hour, quarter-hour or half-hour only.				
The practices will be open every day from 7 am - 10 pm with the exception of occasional weekends for training or publicity events. Certain rooms can be hired for group work or training events for 5-10 people, priced at £15/hour. For hire of whole clinic spaces at weekends, please enquire.							



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- Minimum commitment of six months from the start date of your contract (for stays of less than 6 months the deposit will be forfeited).
- All contracts are signed on the basis of one calendar month's notice on either side, offering good flexibility.
- A refundable deposit of £150 is taken against breakages, damage or breach of contract. No interest is paid on the deposit. The deposit will be refunded, less any reasonable deductions, within three working days of the contract being terminated and keys (if applicable) returned.
- The current fee structure (originally set in July 2019) is guaranteed until April 2021 after which it will be reviewed annually. We reserve the right to periodically revise the booking terms and conditions.
- Regular/Flexible Bookings: a) These are only available on a long-term permanent basis, therefore it is not allowed to make temporary changes, eg due to a therapist's absence. All new requests, amendments or cancellations must be made to Helen Barros (helenb@bramhamtherapy.co.uk or 07941 581405), who will confirm and book into the calendar. We require one calendar month's notice for permanent changes or cancellations. b) New bookings must start from the 1st of the month and are payable monthly in advance. c) Temporary absences: If you are away and are happy for other therapists to make ad-hoc bookings in your usual room, you can mark this on the calendar with the text following your name - "Away: room can be booked for ad-hocs" or let Helen Barros know. We will then offer you back 50% of any ad-hoc fees we collect.
- Rent is charged for 51 weeks per year for 'regular block' and 'flexible' bookings, allowing one rent-free week for Christmas/New Year regardless of which day of the week the festive Bank Holidays fall. To accommodate other Bank Holidays Monday bookings are charged at 47 weeks a year and Friday bookings at 50 weeks per year. If you choose to work on a Bank Holiday the usual fees are chargeable.
- All booking types can be combined. Discounts apply across 'regular block' and 'flexible' bookings only, i.e. one regular block (4 hours) plus 4 flexible hours will attract the 10% discount.
- Ad hoc bookings can be made directly by therapists on the calendar and are charged monthly in arrears. These must not be booked more than 6 weeks in advance and can only be cancelled with a minimum of 72 hours' (3 days) notice. Cancellations with less than 72 hours' notice will be charged in full. No fee is charged for cancellations with more than 72 hours' notice.
- Rooms booked on a 'regular block' basis must be vacated no later than 15 minutes after booking time ends. Rooms booked on a 'flexible' or 'ad hoc' basis must be vacated no later than 5 minutes after booking time ends.
- Instructions on using the google calendar will be given during the induction process.
- Rooms and the communal clinic spaces are to be treated professionally and kept tidy. Please adhere to the housekeeping standards for each venue.
- Please see our website and your contract/terms of agreement for the added benefits included in room hire fees.