

THE WHITCHURCH CLINIC

Practitioners Terms & Conditions Contract

Joining the Clinic

- Upon joining Practitioners must provide a copy of qualification certificates and professional insurance
- To join the clinic website there is a one-off £10 fee.
- If therapist's websites are included on the website, we request a courtesy link back to the clinic's website.

Room Rental

Ad Hoc Room Hire Tiered Rates

Large Rooms

- 1st 10hrs of room hire in a month - £9.50 per hr
- 2nd 10hrs of room hire in a month - £9.00 per hr
- Remainder of room hire for the month - £8.50 per hr

Small Room (No Window)

- 1st 10hrs of room hire in a month - £8 per hr
- 2nd 10hrs of room hire in a month - £7.50 per hr
- Remainder of room hire for the month - £7 per hr

Reception will keep a monthly track of your hours that must be signed daily to ensure accuracy. At the end of each month therapists should double check that they have been invoiced correctly. TWC will keep monthly records for one year, after which they will be destroyed.

- The Clinic has a 24-hour cancellation policy, where room rental will be charged at 50% for late cancellations.
- In the event of client no-shows there will also be a 50% charge.
- Therapists have the option to pay at the end of each day or monthly for adhoc room rental.
- With the monthly option, invoices must be checked and signed by therapists at the end of each day.

- If therapists run over after the clinic is closed the extra charge will be doubled to cover the cost of staff to wait and lock-up after you.
- Please ensure the heaters are turned off after you. As they are expensive to run there will be a £5 charge if they are left on.

Reception

- Please do not use reception or the waiting area to continue your consultation with your client. Be mindful that this area is not private, therefore, breaks client confidentiality.
- If you'd like our receptionist to book the next appointment for your client, please leave your client with the receptionist so as not to crowd the reception area.

Advertising

All other therapists and practitioners' who practice at TWC should also ensure when advertising that they adhere to any guidance provided by the ASA/CAP relevant to their profession, and their governing bodies. Advertisers must be honest about the products or services their ads promote, and they must avoid content that misleads or offends.

Use of the Fixed Card Machine

If your client would like to pay by card you can use the fixed chip and pin machine on reception. The money will be paid to you via BACS at the end of every month minus charges incurred by world pay for each payment, plus a small usage fee.

Summary of charges

- Monthly usage fee = £1.50
- Visa/Maestro/Master debit = 1.0%
- Mastercard/Visa/Signia/World credit = 2.11%
- American Express = 1.90%
- Corporate/commercial cards = 2.65%
- JCB/Diners 2.71%
- Over the phone payments additional 0.25%
- Swipe/magnetic strip payments additional 0.40%

Privacy & Confidentiality

Therapists/Practitioners must all be GDPR compliant in order to be able to practice at TWC.

Please be mindful of the right of all patients who attend the clinic to privacy and confidentiality, regardless of who they are in the clinic to see.

Agreement

I _____ confirm that I have read and understood the TWC Room Hire Terms and Conditions and register to hire a treatment room at

The Whitchurch Clinic on an: **(Delete as appropriate)**

➤ **Ad hoc**

➤ **Block Booking basis :** 3 6 or 9 hours (delete)

Day/s _____

Times/Hours _____

At a rate of £____ per month , commencing on _____

➤ **Percentage basis of **%**

Therapist Signature: _____

Deposit of £_____ paid on _____

Received with thanks _____ (Staff Signature)