

# *The Sir Arthur Conan Doyle Centre*

25 Palmerston Place Edinburgh EH12 5AP.

Tel: 0131 625 0700

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## **Room Hire Policy for Therapy Rooms at the Sir Arthur Conan Doyle Centre**

The Sir Arthur Conan Doyle Centre lets out rooms for therapy, training and events; and we have two small rooms that can be used for one-to-one counselling, therapeutic treatments and individual remedial treatments.

The aforementioned rooms are available to rent throughout the year at times in which the building is open. The core hours of operation are;

Monday-Thursday, 10am-9pm

Friday 10am-4pm.

The rooms can be rented ad-hoc, by the hour. The earliest start time of your first appointment is 9am and the start time of the last appointment is 8pm Monday-Thursday and 3pm on Fridays.

The rooms are available to rent at £10 per hour.

### Reception

Reception is normally staffed from 10am-9pm Monday – Thursday as well as 10am-4pm on Fridays. If the receptionist is there they will endeavor to assist you and your clients and will let people take a seat in the waiting area.

Please note that the therapy room hire does not include receptionist services and the receptionist will not always be at their desk. Therapists are responsible for letting their own clients into the building and ensuring that they have left.

### Parking

Parking is not provided with your room booking. There are metered parking bays located in close proximity to the building. Should you need access to drop off any materials prior to your booking, please contact us so that we can assist you with drop off.

### Room Furnishings

The two therapy rooms are each furnished with a plinth and comfortable seating. There is an external window in each room with a pull down blind. The rooms are neutrally decorated and furnished. Therapy rooms include a clock, lamp, tissues and a waste bin. We ask that therapists do not remove these from the room and that they inform reception if clocks are not working or tissues run out.

### Booking Requirements

Before we can rent a room to you we require proof of your professional qualification, professional membership with a registered body, as well as proof of your indemnity insurance. This must be provided in advance of the date of your first booking.

### How to book

If you are booking for the first time we recommend you arrange a visit to the centre so you can see exactly what we have to offer.

Bookings can then be made by emailing / calling / dropping by the centre to book one of our therapy rooms. Our team will add your booking to the system.

### Paying for a room booking

Payment is due on the day of the booking, either before or after your planned booking. This can be made by cash, card or cheque. We can also provide bank details should a transfer be more suitable.

### Rescheduling and Cancelling

You are entitled to reschedule or cancel your room booking at any time, at no extra charge. We kindly ask that you give as much notice as possible.

Should the centre need to cancel your booking for any reason, we reserve the right to do so without notice. The centre may also need to move the room you are booked into without notice. We will endeavor to provide you with as much notice of any change as we can and changes to your bookings will not be made lightly.

### Holiday Periods

The centre is closed on all bank holidays, for two weeks at Christmas and may be closed on some dates throughout August.

### Room Etiquette

Please be mindful that therapy may be in session in other rooms, so please do not talk with others or on the phone in the corridor. Please do not occupy rooms that you have not booked. If you rearrange the furniture in the room, please ensure that you put it back when you have finished.

### At the end of a session

Please leave the door open when you have finished using a room. To minimize interruptions doors should only be closed when the room is in use.

### Health and Safety

Please let us know if for any reason you will not be using your room for a particular session. In case of emergency it is important that we account for all people in the building, and provide a register to the emergency services, if required.

The Sir Arthur Conan Doyle Centre Room Hire Policy Acknowledgement

I acknowledge and understand all points outlined in this Room Hire Policy document and agree to the terms and conditions.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signed:

Dated: