



The Complete Health Centre

Therapists Starter Pack

Contents

Booking Terms and Prices For New Therapists	3
Advertising Opportunities for New Therapists	4
Centre Facilities	5
Insurance	5
Car Parking	6
Fire Evacuation Procedures	7

Booking Terms and Prices For New Therapists

THERAPY ROOMS	PER CALENDAR MONTH	HOURS
4 hours (half day) : £30	£130.00	half day 9.00 - 1.00
1 hour : £12	£52.00	2.00 - 6.00
All Day : £60	£260.00	full day 9.00 - 6.00
Evening £20	£87.00	evening 6.15 - 9.15

Extras

For Therapists who have morning, afternoon or all day sessions booked in advance, any additional clients seen over and above the set sessions will attract a charge of 10.00 per client. This will be billed at the end of each month.

Adhoc bookings

When rooms are not booked for regular sessions therapists may book adhoc sessions if required. Therapists must check the room availability before confirming with their patients. Adhoc room bookings will be charged at £12.00 per session for up to one hour.

Booking Times

All therapists must ensure they keep to the actual times they have booked.

Payment Terms

'All Day' and '4 hour' half day bookings :
Payment by Standing Order monthly in advance.

Other payments to be made per calendar month with a £5.00 business rate charge. Adhoc payments to be paid within 14 days of date of invoice.

Changes to rental of Room

If any changes are made to the rental agreement of the room in terms of reducing hours, please note that we require one months notice.

Termination of Renting a Room

We require one months notice in writing.

Advertising Opportunities for New Therapists

Newspaper/ Magazine	Contact	Address/Tel No/Email	Cost
Ampney Crucis Ampney St Mary Ampney St Peter	David Vessey	01285 851438 david@vessey600.freeseve.co.uk	£5 per insert 6 copies per year £25
Avening Cherington	No magazine	01285 841255	Notice board in village
Bagendon North Cerney	Mrs Sue Beynon	Clerk to Bagendon Parish Council Home Farm Cottages, Bagendon, Cirencester, Glos GL7 7DU 01285 831511 sue.beynon@tiscali.co.uk or sue.beynon@onetel.net.uk	
Coates Sapperton Rodmarton Culkerton Ashley	Bob Merrill	01285 771496 bobm@glebehousecoates.freeseve.co.uk	3 rd of page £10 - 1 issue or 6 for £40
Coln St Aldwyns Hatherop Eastleach Quenington Southrop	Philippa Hart	01285 750200 email philippa@glebefarm.co.uk	Poss £10 per year
Kemble and Ewen	Alan Willis	01285 770637 - 2 line advert he will let me know	£10 per year
Northleach	Sandra Ashby	01451 861586. Waiting list to advertise.	£35 per year (may go up) 12 editions
South Cerney	NO NAME ex directory	Take advert to 23 Sudeley Drive South Cerney Mon -Fri between 10am and 1pm 10p per word- not very helpful	
Wilts and Glos Standard		01285 642642. 74 Dyer Street, Cirencester. news@wiltsglosstandard.co.uk	
Gloucestershire Echo		01285 653823. 17 Black Jack Street, Cirencester.	
BBC Radio Glos		01452 308585	

Centre Facilities

Toilets: There is one unisex toilet available for both staff and patient use.

Tea/Coffee: There are tea/coffee making facilities available on the first floor, up the stairs to the right. If you have a tea/drink of preference then please bring your own and label with your name.

Reception: Reception is generally covered from 9am to 5pm on a Monday and 9am to 5.30pm Tuesday through to Friday. Receptionists will take bookings for you if required or can pass on your details to deal with directly if preferred.

Insurance

The Complete Health Centre has Buildings Insurance but we ask that each individual therapist takes out their own personal insurance with regard to public and personal liability.

Car Parking



Short Stay

Brewery, Cirencester	Up to half an hour	50p
Forum, Cirencester	Up to 1 hour	£1.20
Leisure Centre, Cirencester	Up to 2 hours	£2.10
	Up to 3 hours	£2.60
	Maximum stay	3 hours

Mixed Stay

Old Station, Cirencester	Up to 1 hour	£1.20
Abbey Grounds, Cirencester	Up to 2 hours	£2.10
Waterloo, Cirencester	Up to 3 hours	£2.60
Sheep Street, Cirencester	Up to 10 hours	£6.30
	Maximum stay	10 hours

Free

Queen Street, Cirencester

Charges apply Monday to Saturday 8.00 am to 6.00 pm including bank holidays.

Fire Evacuation Procedures

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
2. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
 - You don't know what's burning.
 - The fire is spreading rapidly.
 - You don't have the proper equipment.
 - You can't do so with your back to an exit.
 - The fire might block your means of escape.
 - You might inhale toxic smoke.
 - Your instincts tell you not to do so.
3. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
4. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
5. Use the building stairs.
6. Upon evacuation of the building, all should proceed to a designated meeting area (outside Moore and Allen's premises) where head counts can be taken by the designated Fire Marshall.
7. Never re-enter a building without permission from the fire department.