



Private Room Hire Agreement	
Name:	
Organisation: (if relevant)	
Address:	
Contact Phone Number:	
Description of Service:	
Purpose of Room Hire:	
Room Hired:	Donation per hour:
<p>I understand that by offering a service at DWC:</p> <ul style="list-style-type: none"> I have a responsibility for the physical, emotional and mental health and safety of myself and others and have read and will comply with DWC's H&S policy; I will ensure that all times I have read and will comply with the requirements of DWC's Equal Opportunities policy; I will ensure that the room I/we have used will be left clean and tidy for the next user; Resources required for the service will be brought to the centre for each session and not stored at DWC; Funding for my/our service is my/our responsibility and not DWC's Proof of qualification appropriate to the room use; Public Liability Insurance is required whilst taking on my/our activity here; Use of the phone and photocopier will incur a donation; All refreshments will also incur a donation. 	
<p><u>Please Note</u></p> <ul style="list-style-type: none"> Room Bookings can be made in six-weekly blocks in advance; It is your responsibility to make the bookings; Payment of Room Hire: Payment can either be made when you use the room (through petty cash) or by monthly invoice; A monitoring form will also need to be completed – this is used for funding purposes. 	
<p>Signature of Therapist/Organisation representative: I understand the terms and conditions upon which I undertake this agreement</p> <p>..... Date:</p>	

Derby Women's Centre



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