**Therapist Agreement Terms:**

1. The room rental fee is for use of a treatment room and its supplied furniture only. Therapists need to supply their own specialist equipment, consumables and administrative items as appropriate. The Spa cannot be held responsible for any loss of, or damage to these items.
2. The services or products provided by the Therapists must be consistent with those stated in this contract. Any additional services or products offered must first be agreed in writing by the Spa.
3. The Therapist is personally responsible for the safe provision of their services, including provision of all necessary insurances, indemnities and registrations to cover all work at the Spa. The Therapist must also comply with all appropriate health and safety laws pertaining to their work and business.
4. The Therapist (including all their equipment and possessions), must vacate the room at or before the agreed finishing time for each session, and leave the room **neat and tidy** with all equipment returned to its correct place, and the waste bin emptied into the main Spa bin.
5. The Therapist agrees to maintain the room and the equipment in a safe and usable condition and to provide the room in a neat and tidy state.
6. The Therapist must pay for any damage to a treatment room or the equipment they use.
7. Whilst it will endeavour to offer a regular room, the Spa reserves the right to change the room allocated for a session, or to offer an equivalent alternative room elsewhere if necessary.
8. The Spa reserves the right to change the equipment, decoration, furniture and/or fittings in the room as and when necessary.
9. The Therapist should give a list of any clients they are expecting to the Spa receptionist on arrival for their session this is required for our track and tracing. Details to include
	1. Client Name
	2. Client contact details
	3. Time and duration of appointment
10. Reception and administration facilities and services are provided at the Spa’s discretion. Use of the Spa’s telephone/s and computer/s , Printer are not included. If you do require an item printing there is a surcharge of 50p per colour copy and 7p per B&W copy.
11. If allocated a key for the Spa, the licensee will pay a deposit of £20 which will be returned on production of the key and deposit receipt, when this agreement expires. If the Licensee is the last to leave the Spa they will be responsible for locking all doors and windows and turning off any appropriate lights or electrical equipment.
12. The Therapist will only display in the Spa, the leaflets and business cards that use the Float Spa’s template. Any further promotional materials, literature or advertising that contains the Spa’s branding must be submitted to the Spa for agreement before it is used. The Spa is not responsible for all your marketing needs, we are able to provide support.
13. The Therapist cannot at any time offer employment to, or endeavour to entice away, any person employed by, or contracted to the Spa.
14. Couch rolls can be obtained from reception.
15. The Spa also reserves the right to terminate the Licensee agreement without notice, if the Therapist behaves in an inappropriate or unethical manner.
16. Any room allocated for use by the Therapist shall only be for temporary non-exclusive use and does not create any form of tenancy of such room.

**ROOM BOOKINGS**

1. Please use the online booking system provided at www.thefloatspa.co.uk/careers
2. All bookings must be pre-paid in advance using the online system,
3. 1 hour and 1.5 hour sessions do not have any buffer time added to the session. Longer bookings have a space or 15 mins after the session. This is not addition to the appointment this is a buffer to allow the room to be aired. If you have a 1 hour appointment with your client please book a 1.5 hour session. 1 hour slots are designed for treatments of up to 45 mins or as an extension to an existing booking.
4. 24 hour cancellation policy is in place, should you wish to cancel a session please notify us at least 24 hours before, you can cancel online via your login or over the phone at reception on 01273 933680 (please do not email or text Camille for a cancellation). The session will not be refunded, but placed back onto your account for use. Any cancellations within 24 hours will be charged fully.
5. Each month on or around the 1st of the month, 2 x 1 hour room rental will be debited from your card on file, this is the base level of booking required per month. These sessions can be booked as an when required. To book these sessions please ensure you select 1 hour sessions at point of booking.

**CONFIDENTIALITY**

I acknowledge that:

1. the services I will be providing make it likely that I will learn and have access to very sensitive, personal and/ or commercial information. At no time during, or on termination of this contract, will I disclose, remove or copy any sensitive, personal or commercial information for my own personal use, or disclose or sell this data onto a third party.
2. If I do not comply with the above and I copy or used the client confidential information for my own personal gain, I understand this to be a fundamental breach of this contract and legal action against me will be invoked.

**CONDUCT -** I acknowledge that:

1. I must instruct each treatment in a professional manner, wearing suitable attire (own clothing) and ensure they maintain a suitable level of insurance.
2. I am not permitted to seek to collect the contact details clients of the Float Spa for the promotion of services unrelated to those services provided.
3. I will maintain a professional therapist/client relationship at all times without exception.
4. I am not able to make any posts on social media that may be disparaging of The Float Spa, or any of its employees, contractors, agents, or other affiliated third parties
5. In the event of posting on Social Media it is clear that any posts are my views and not the views of The Float Spa.
6. I must not make any press, radio or television statements, make or comment on or about the Company on any social media sites, or submit for publication or publish any letter, article or statement relating directly or indirectly to the business or affairs of The Float Spa, its Management or Employees

**EMPLOYMENT STATUS**

I acknowledge and agree that:

1. I am self-employed and that I meet the HMRC requirements of being self-employed and/or a legal Company entity.
2. I am responsible for meeting all of the legal requirements in terms of payment of personal taxes and national insurance.
3. I agree to indemnify the Float Spa against any claims for any personal unpaid tax and National Insurance made by the HMRC.
4. I am not eligible for an entitlement of holiday, holiday pay, and statutory payments such as sick pay, maternity pay or any other such provisions such as pension.
5. I hold all the necessary documents and indemnity insurance cover required by law to provide my services. I will make these documents available for review within seven days of any request.

Name: ………………………………………………………………………..

Signed: ………………………………………………………………………..

Date: …………………………………………………………………………