

Practitioner Application Form (Private & Confidential)

Practitioner Information

1. Title

Surname

Given name

Mr/ Mrs/ Ms / Miss/ Other		
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2. Home address

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3. Contact details

Telephone		Mobile	
Email			
Website			

4. Business Details

Business name			
ABN		Business type	
Do you have professional indemnity insurance? Yes / No			
If Yes, please provide a copy with this application form.			

5. Proposed activities:

Note: Advertising will be strictly restricted to you principal modality under which this approval is given. Please supply all proposed advertising for approval.

6. Practitioner agreement

I the undersigned, declare that the information given on this application is accurate and complete. I also agree to accept and abide by the Practitioner Policy Information, Terms and Conditions as detailed in the following pages.

Practitioner Full Name

Practitioner Signature Date

7. Office Use

Approval signature			
Room No:	Terms and Conditions:	Insurance:	Advert:



PRACTITIONER POLICY INFORMATION, TERMS & CONDITIONS

LICENSE AGREEMENT (LEASE)

1. This Practitioner Application Form must be completed, signed and approved prior to commencement of any business activity.
2. Part 5 (above) of the application form, confirms the practitioner's agreement to these terms and conditions forming the basis of the license agreement between the parties
3. The license agreement is reviewed on a month-to-month basis; however the agreement will remain in force while the practitioner continues to operate their business from the centre.
4. Loft & Earth has the right to terminate the agreement with 1 calendar month written notice.
5. The practitioner must provide 1 calendar month written notice of their intention to terminate the agreement.
6. Where practitioners are sharing rooms and invoiced separately, standard full room rates apply.
7. Where rooms are rented on a full weekly basis the rooms are to be furnished by the practitioner(s). Any use of Loft & Earth's furniture, decoration etc. will attract an additional charge to cover these costs.
8. Any changes to the room must be approved by centre management. The room must be returned to its original state upon termination of agreement. This may include having the carpets professionally cleaned if deemed necessary by management.
9. This agreement covers the applicant for approved activities only.

LOFT & EARTH ADMINISTRATION SERVICE (Optional)

1. Practitioners are restricted from being in the admin area.
2. Internet Wi-Fi is provided free to all full-time and part-time practitioners provided it is not used for large downloads like movies etc.

LICENSE FEE (RENT) AMOUNT

The Fee amount or any additional agreements or understandings will be provided separately to this document and will form part of this document.

Where this agreement is subject to a special review period, the specific details of the ongoing arrangement will be provided separately at each review period and updated arrangements will form an ongoing part of this agreement.

ROOM RENTAL INVOICING & PAYMENT

1. Regular Practitioner's will be invoiced on a calendar month basis, on the 19th of the month prior.
2. Rental payment must be paid by the due date clearly stipulated on the invoice by Direct Deposit to:

Bronte Road Healing Centre Pty. Ltd. NAB BSB: 082 282 Account No. 171 222 046

3. Please provide your Invoice Number as the first part of your transfer description

CANCELLATION FEE – For Casual Users

(Bookings of 1 or 2 hours, half day or full day – hired on a casual basis)

1. A cancellation fee will be charged if less than 24 hours notice is given.
2. The cancellation fee amount is 50% of the rental fee.

ROOM SHARING

If practitioners are not renting the room for the full week then they are required to share their room. Room shares will incur a flat \$30 admin fee per month. This fee will be shared evenly between all practitioners who are sharing the room.



PRACTITIONER SALES

Arrangements need to be discussed with Loft & Earth management before product sales can be made, to ensure there is no conflict with the culture and direction of Loft & Earth.

PRACTITIONER RESPONSIBILITIES

1. Practitioners are required to have and provide a copy of their qualifications/certificates, up to date indemnity insurance and first aid certificate. It is the practitioner's responsibility to keep their legal requirements for their practice including their work environment up-to-date. Note: This includes insuring their clients while anywhere in the building.
2. Keep the room clean and tidy and remove rubbish.
3. The room key is not transferable to others without the consent of Loft & Earth.
4. To ensure security of the premises, the windows and doors must be locked after practice.
5. Foster harmony with other practitioners within the centre.
6. Attend meetings and group promotional events whenever possible.
7. Adhere to any relevant policies and procedures required by Loft & Earth, including privacy, non-discrimination, non-smoking, OH&S policies or any other operational policy directive.
8. The practitioners are to provide and display their own flyers for advertisement in the centre. Loft & Earth has no obligation to print or fill the brochure holder.
9. Advertising must be kept appropriate to the shared space of Loft & Earth.

LOFT & EARTH RESPONSIBILITIES

a). General

1. Keep the centre clean & tidy and maintained for the proper conduct of business.
2. The cleaner comes three times per week to clean the bathroom & general area.
3. Provide a safe & healthy environment in compliance with OH&S programs.
4. Provide public liability insurance that complies with legal requirements.
5. We keep personal and payment details collected by Loft & Earth private.
6. Keep practitioners up to date with the centres' progress.
7. Loft & Earth maintains the right to rent out any room without the consent of a Practitioner if the room is not rented for the full week.
8. Furniture arrangement will be discussed before the lease commences. However, where practitioners are on a full "weekly room hire" agreement, additional charges will apply for use of any of Loft & Earth's furniture and equipment.

b). Website

1. Loft & Earth has no obligation to promote practitioners on the website. However;
2. A website listing and brief advertorial will be provided free for permanent full time and part time practitioners only.
3. Practitioners requesting a listing and advertorial are required to provide a brief bio (provided in word document only), a jpg format photo, a brochure or further information in PDF format able to be downloaded from our website. All information should be sent via email to info@loft-earth.com.au
4. Loft & Earth website is updated as needed.

c). Marketing

1. Loft & Earth will promote practitioners generally where possible e.g. our regular newsletter.
2. Loft & Earth have an advert in the Natural Therapy Pages Online.



d). Customer Database

1. With the customer's consent, Loft & Earth will use their contact details for promotional purposes and our newsletter.

e) Security

1. Practitioners are required to sign in and sign out each day.
2. The last person to leave the premises must set the alarm and follow instructions as per the 'Closing up Check List'.
3. If the alarm goes off accidentally, please contact Michael Dunne on mobile 0411 423 085.

Note: Should the practitioner set the alarm off – and a response team arrives – the cost will be charged to the practitioner responsible (approx. \$60/event)

f) Fire Safety

1. Candles, naked flames, flame propellant materials or the like **are not to be used** or brought onto the premises – any damages incurred in this regard will be at the practitioners' cost.
2. Practitioners are responsible for familiarizing themselves and their clients with the fire safety access, specifically the fire extinguishers, fire hose and emergency exits.

g) PUBLIC LIABILITY & PROFESSIONAL INDEMNITY INSURANCE

- The practitioner must effect and maintain Public Liability and Professional Indemnity insurance cover and shall indemnify Loft & Earth and the head lessor of the premises for all damage caused or contributed to by the practitioner or its employees, agents and invitees.
- The practitioner acknowledges that it is not in a relationship of landlord and tenant or licensor and licensee with the head lessor of the premises or of landlord and tenant with Loft & Earth.
- Evidence (a copy) of such cover is to be provided to Loft & Earth at the time of signing the Venue Hire Agreement.
- Note: The practitioner is responsible for their clients at all times while within the venue. These responsibilities Include: acquainting and administering of their clients to the general services and facilities of Loft & Earth such as, safe access, toilet access, restricted access areas like the kitchen and practitioner areas and to control their clients so as they remain safe and within their designated areas, be able to instruct and direct in an emergency, etc.

LOFT & EARTH

Reserves the right to make changes to the terms and conditions. You will be notified by email of any changes.

ATTACHMENTS REQUIRED – (PRACTITIONER TO SUPPLY)

1. Copy of certification of qualification including First Aid Certificate
2. Copy of current insurance policy