



Room Hire  
September 2008



## **INTRODUCTION**

Metanoia Institute is an established psychological therapies training organisation based in a large Victorian house at Ealing Common.

We have eight large and eight smaller rooms available to hire for private bookings, meetings, seminars and lectures. Our large training rooms are furnished with comfortable easy chairs creating an ideal venue for training events or company Away Days. Our smaller rooms provide break out facilities for training events or counselling rooms for individual practitioners.

Our garden is a delightful area in which to relax during breaks on fine days.

Our building is accessible for wheel-chairs users. An induction loop is available for hearing impaired users.

## **WHO CAN HIRE ROOMS?**

Rooms may be booked at Metanoia for individual, group or training purposes by Metanoia Members and non-Members.

If a booking is for a training event in psychological therapies or related disciplines, we ask that you provide details of the programme to ensure that it does not conflict with our own training events.

Rooms can be arranged in seminar or Board Room style.

## **WHEN ARE ROOMS AVAILABLE**

Rooms are available from Monday-Friday, 9.00 am until 9.30 pm depending on availability.

## **CATERING**

Tea and coffee are available without charge on a self-serve basis in our communal kitchen.

We will be happy to arrange sandwich/buffet lunches. Fees depend on menu selection.

## **CAN I CHANGE THE DELEGATE NUMBERS?**

Of course you can. However, if catering has been pre-booked, final numbers must be advised 7 days prior to the booking. Any reduction in numbers thereafter will be charged at the rates previously agreed.

## **CAN I BRING MY OWN EQUIPMENT?**

We can provide most equipment – all large rooms are fitted with projection facilities and have internet access. However, should you wish to bring your own equipment, you must ensure it has been tested and is safe to use. Metanoia Institute accepts no liability for any equipment you bring on to the premises, and we would ask you to comply with the rules set out in the Health & Safety at Work Act. You must ensure current and adequate Professional Indemnity Insurance is in place. You may be asked to provide copies of documentation. If you have any queries, we will be happy to help.

## HEALTH AND SAFETY

It is your responsibility to ensure that you are aware of required procedures in the event of an emergency and the nearest exit from the building. A member of staff will be happy to help you in this respect and provide guidance at the beginning of your event.

Metanoia operates a no-smoking policy within the premises. Smoking is permitted in paved areas of the garden.

## PARKING

Pay and Display parking is available outside our premises for a maximum period of 5 hours. Fees are 30p for 30 minutes. The maximum fee £3.00.

A disabled parking bay is located directly opposite the house.

We regret parking is not available on our premises.

## ROOM HIRE CHARGES

Room hire rates vary depending on the hirer's status (e.g. student, graduate, non-Member) and the type of event they wish to hire a room for (i.e. individual/small group hire, or training event hire).

Rooms must be booked, and paid for in advance.

Room hire charges include:

- Self-service tea and coffee on arrival, and at morning coffee, lunch time, and afternoon tea breaks.
- Use of kitchen facilities for preparation of lunch by individual participants
- Use of garden

### INDIVIDUAL/SMALL GROUP HIRE

	Student	Member	Non-Member
Individual therapy sessions (up to 1 hour)	Min £5 Max 20% of fee	£10	£15
Group therapy	N/A	£10/client	£15/client
Individual Supervision	N/A	£10/supervisee	£15/supervisee
Group Supervision (up to 3 hours)	N/A	£10/supervisee	£15/supervisee
Peer groups (hourly rate – max 5 people)	£1/person Min £5/hour	£2/person Min £10/hour	£3/person Min £15/hour

\* Please compare rates for half-day bookings as they may be more cost effective for your booking.

## TRAINING EVENT HRE

ROOM NAME	STYLE	MAX OCC.	2 DAYS		1 DAY		HALF DAY	
			Member	Non-Member	Member	Non-Member	Member	Non-Member
Moreno	Seminar	20	300	550	165	300	85	150
	Board Meeting	10	300	550	165	300	85	150
Perls	Seminar	18	300	550	165	300	85	150
	Board Meeting	10	300	550	165	300	85	150
Rogers	Seminar	25	300	550	165	300	55	150
	Board Meeting	10	300	550	165	300	55	150
Berne	Seminar	18	250	450	110	250	70	125
	Board Meeting	10	250	450	110	250	70	125
O'Malley	Seminar	18	195	350	110	200	55	100
	Board Meeting	10	195	350	110	200	55	100
Dobson	Seminar	18	195	350	110	200	55	75
	Board Meeting	10	195	350	110	200	55	75
Winnicott	Seminar	18	195	350	110	200	55	100
	Board Meeting	10	195	350	110	200	55	100
Jung	Seminar	14	140	250	85	150	42.50	75
	Board Meeting	8	140	250	85	150	42.50	75
Maslow	Seminar	12	100	175	55	100	27.50	50
Laing	Seminar	4	70	125	45	75	22.50	40
Fromm	Seminar	4	70	125	45	75	22.50	40
Kohut	Seminar	4	70	125	45	75	22.50	40
Goulding	Seminar	4	70	125	45	75	22.50	40
Yalom	Seminar	4	70	125	45	75	22.50	40

### Additional charges:

- Flip chart and marker pens £12.50/chart
- OHP - must be booked in advance, subject to availability £25/day
- 14" TV/video unit - must be booked in advance, subject to availability £25/day

# CANCELLATION

## WHAT HAPPENS IF I CANCEL?

Unfortunately, things do not always go to plan and you have to cancel. The more notice you are able to give us, the smaller the cancellation fee we will charge.

<b>Date of Cancellation</b>	<b>Cancellation Charge payable by you</b>
More than 3 months prior to booking	10% of the total cost
Between 28 days and three months prior to booking	50% of the total cost
14 days prior to booking	75% of the total cost
7 days prior to the booking	90% of the total cost

## COULD METANOIA CANCEL MY BOOKING?

In the unlikely event that we have to cancel your booking, you'll receive all your advance payments, although Metanoia will not have any other liability.

However, Metanoia may only cancel if:

- Any part of the premises is closed or unavailable due to events beyond our control.
- If you, or we, become insolvent, or in the case of an individual, become subject to bankruptcy petition
- The booking, the persons associated with the booking and/or the purpose of the event might damage the reputation of Metanoia.

## DISCOUNTS FOR EXTENDED BOOKINGS

If you wish to make regular weekly/monthly room bookings for a period of 3 months or longer, we will offer you a 10% discount on the total fee. However, we are unable to offer a refund for any unused dates for the period.

## WHEN DO I HAVE TO PAY?

For individual/small group hire, you need to pay in full at the time of booking.

For Training event hire, you need to give us a non-refundable deposit of 10% of the total booking value when you confirm your booking. Full payment of the balance is due 14 days before the event. Failure to make full payment at this time may invalidate your booking.

**Please complete a booking form and return to Metanoia.**

# ROOM BOOKING



Name \_\_\_\_\_ Membership Number \_\_\_\_\_

Organisation \_\_\_\_\_

I wish to book:

O'MALLEY

\_\_\_\_\_  
(insert room name, if known)

on the following dates:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

There will be \_\_\_\_\_ people at this event.  
(insert number of participants)

- I attach a delegate list.
- I enclose the fee as detailed in this booklet.
- I have deducted 10% discount for series bookings in excess of 3 months.
- I have read Metanoia Institute's cancellation policy.
- Please invoice me as detailed overleaf.
- I have read Metanoia Institute's cancellation policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_