



**Practitioner Application Form
(Private & Confidential)**

Practitioner Information

1. Title	Surname	Given name
Mr / Mrs / Ms / Miss / Other _____		

2. Home Address

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3. Contact Details

Telephone		Mobile	
Email			

4. Business Details

Business Name			
ABN		Type of Business	
Do you have professional Indemnity Insurance? Yes / No If Yes, please provide a copy with this application.			

4. Proposed Activities:

5. 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

6. Office Use

Approval Signature	
Rent Room Number	



**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. The Intuitive Well (TIW) 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, should someone leave the agreed arrangement will change to standard room rates, if a full weekly room payment is not continued amongst those remaining.
7. Where rooms are rented on a full weekly basis the rooms are to be furnished by the practitioner(s). Any use of TIW's furniture, plants or decoration etc will attract an additional charge to cover these costs.
8. This agreement covers the applicant for approved activities only.

THE INTUITIVE WELL (TIW) ADMINISTRATION SERVICE (Optional)

1. Administration & reception services are an optional addition to room rental.
2. These services will only be provided to those who pay for this service and will be subject to specific conditions.
3. Such services include bookings, confirmations, cancellations, re-scheduling appointments, taking payments, invoicing and receipting.
4. Client bookings will be confirmed via email or telephone (if they do not have an email address). Therefore an email address will be collected for this purpose.
5. Client cancellation fee - TIW will collect a 50% cancellation fee from the client on behalf of the practitioner if they fail to provide 24 hours notice for cancellation without reasonable explanation.
6. Clients will be provided with a receipt at the time of payment on behalf of the practitioner.
7. Practitioners are not to use the administration & reception phones to make outbound calls and are restricted from being in the admin area.
8. Each room has a phone for the purpose of internal calls. Weekly room hire practitioners can have a direct line added to their room at their cost, preferably run through the TIW system so that calls can be transferred if required. Alternatively, it is requested that practitioners use their own phones for business and personal calls. Emergency out calls can be made by dialling reception (ext 100).
9. Eftpos Facilities are available to permanent practitioners and practitioners are subject to a small nominal monthly charge. The transaction funds go directly into the practitioner's accounts and low card charge rates apply. Practitioner's Bank Account details and further application forms are required to be completed before this service can be used.
10. TIW reception hours are 10am – 4:00pm Monday to Friday.
11. Printing is allowed, if required, on an occasional basis with a charge of 50c/copy applies.
12. Internet wifi is provided free to all fulltime 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, approx. 1 - 2 weeks prior to the beginning of each calendar month.
2. Rental payment must be paid in the first week of each month by Direct Deposit to:

The Intuitive Well NAB BSB: 082 973 Account No. 171 222 046

3. Please provide your Name and/or Invoice Number as a payment reference

Note: Regular Casual Users will be invoiced at the completion of each month and payments are due upon receipt of invoice. Payments are to be made by Bank Transfer.

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 (without a reasonable explanation).
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.

PRACTITIONER SALES

Arrangements need to be discussed with TIW management before product sales can be made, to ensure there is no conflict with general product sales from The Intuitive Well centre.

PRACTITIONER RESPONSIBILITIES

1. Practitioners are required to have and provide a copy of their qualifications/certificates, 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 The Intuitive Well.
4. To ensure security of the premises, the windows and doors must be locked after practice.
5. Foster harmony and networking 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 The Intuitive Well – including privacy, non-discrimination, non-smoking, OH&S policies or any other operational policy directive.
8. Flyers should be provided by practitioners to display in the centre. The Intuitive Well has no obligation to print or fill the brochure holder.
9. Advertising must be kept appropriate to the shared space of The Intuitive Well.

TIW RESPONSIBILITIES

a). General

1. Keep the centre clean & tidy and maintained for the proper conduct of business.
2. The cleaner comes every Monday 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 do not trade or rent your details under any circumstances to others. Any personal or payment details collected by The Intuitive Well are confidential and treated as so.
6. Keep practitioners up to date with the centres' progress.
7. TIW has the right to rent out the room without the consent of the Practitioners' using the room if they are not renting their room 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 TIW's furniture, plants and equipment.
9. Music will be complementary and appropriate to the Centre practice and philosophy.

b). Website

1. The Intuitive Well has no obligation to promote practitioners on the website. However,
2. A website listing and brief advertorial will be provided free for full time practitioners only.

3. Practitioners requesting a listing and advertorial are required to provide a brief blurb (provided in word document only), a jpg format picture, a brochure or further information in PDF format to be downloaded from our website. All information should be sent via email to info@tiw.com.au
4. The Intuitive Well website is updated on an intermittent basis.

c). Marketing

1. TIW will promote practitioners generally where possible.
2. TIW have an advert in the Natural Therapy Pages Online.

d). Customer Database

1. With the customer's consent, TIW will use practitioners' customer data files for promotional purposes
2. It is requested that practitioners ask their clients to complete a TIW form for this purpose.
3. The customer database will be used for TIW promotional purposes only.

e) Security

1. Practitioners are required to sign in and sign out each day.
2. Practitioner money-cases (if applicable) will be locked in the safe at night.
3. The last person to leave the premises must set the alarm and follow instructions as per the 'Closing up Check List'.
4. If the alarm goes off accidentally, please contact Michael Dunne on mobile 0411 423 085 and phone security on 132 766 (A password is required which will be given by Michael as needed).

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

- 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 clients cost.
- Those responsible for conducting the event are to make themselves and their clients familiar with the service requirements of the building (toilets, first aid and no-access areas etc) and in particular the fire safety access and egress requirements. – There are a number of fire safety layout maps, located in public areas around the building.

g) PUBLIC LIABILITY & PROFESSIONAL INDEMNITY INSURANCE /

- The practitioner must effect and maintain Public Liability and Professional Indemnity insurance cover and shall indemnify The Intuitive Well 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 The Intuitive Well.
- Evidence (a copy)of such cover is to be provided to TIW 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 TIW such as, safe access and egress, toilet access, the use of tea and coffee facilities, restricted access areas like the kitchen and practitioner areas and to control their group/clients so as they remain safe and within their designated areas, be able to instruct and direct in an emergency, etc.

PRIVACY

WE DO NOT RENT OR TRADE YOUR DETAILS TO OTHERS UNDER ANY CIRCUMSTANCES. Any personal or payment details collected by The Intuitive Well are confidential and treated as such.

THE INTUITIVE WELL'S RIGHTS

The Intuitive Well reserves the right to make changes to the terms and conditions. You will be notified by email of any changes. We require written confirmation and reasons if you do not agree to conform to any of the changes, or it will be taken that the terms and conditions changes will apply to this agreement.

ATTACHMENTS REQUIRED – (PRACTITIONER TO SUPPLY)

1. Copy of certification of qualification
2. Copy of current insurance policy