

healthcareandpamper.com

COMPLETE HIRE INFORMATION PACK

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Welcome to healthcareandpamper.com based at **The Windmill Studio Centre** in Ruislip Middlesex.

The Windmill Studio Centre is opposite Kwik-Fit, just a 2 minute walk from Ruislip Manor Station, a 10 minute walk from Ruislip Station, and near to bus routes 114, 398, H13 and E7 with ample parking in the public car park to the rear of the building.

healthcareandpamper.com has a few parking spaces available @ £1.50 per day, but these are bookable in advance and we cannot guarantee availability.

healthcareandpamper.com is the newest addition to The Windmill Studio 'Centre' and creates a wonderful warm and tranquil atmosphere for adults all on one level of the lower floor.

Do not be fooled by the outside size of the shop front as inside we have eight treatment, consultation and interview rooms for hire plus three studios ideal for meetings and adult classes all at very reasonable prices. Whether you want to hire a room or studio for a minimum of one hour, a few hours, all day or more, we are happy to accommodate your needs.

Our facilities are well equipped with a manned reception and comfortable waiting area. We are open 7 days a week apart from Bank Holidays and Christmas. Our opening and closing times are:

Monday – Thursday	8.30 am – 10 pm
Fridays	8.30 am – 7 pm
Saturdays	9 am – 6 pm

If you require refreshments during your hire here at healthcareandpamper.com we have a food and beverages menu available for you to choose from. Whether just hot and cold drinks or a full buffet lunch, we are happy to provide a service that meets your requirements.

Please see further details within this information pack that includes:-

- Hirer's Agreement Terms & Conditions Form
- Price List
- Rooms for Hire Visual
- Menu
- Registration Form

For general enquiries or hire requests, please contact one of our friendly team on 01895 624755 or email thewindmillstudio@gmail.com.

For a location map or further information on what we have to offer please visit our website www.healthcareandpamper.com.

Meanwhile, if I can be of any assistance please do not hesitate to contact me.

Judy McPhee

Director
The Windmill Studio Centre

healthcareandpamper.com
The Windmill Studio Centre
106 Pembroke Road
Ruislip Middlesex
HA4 8NW

Telephone: 01895 624755
Email: thewindmillstudio@gmail.com
Website: www.healthcareandpamper.com
VAT Registration No: 134 3088 31

Rooms for Hire





THE WINDMILL STUDIO

Centre

Travel & Parking Information

The Windmill Studio Centre is near to the A40/M40 and M25. A 2 minute walk from Ruislip Manor Station, 10 minute walk from Ruislip Station plus near to bus routes 114, 398, H13 and E7, which makes it easily accessible.

A public car park is situated to the rear of the building with ample parking. Please see the table below which details the parking tariffs. These are from Monday to Saturday, 08.30 to 18.00. Parking is free after 18.00 and on a Sunday. If a Hillingdon Borough Resident, your Privilege Card will allow you to park at a discounted rate.

There is also a service road in front of The Windmill Studio Centre, on Pembroke Road, which permits you to park there for free between 08.30 & 18.30 for up to one hour. After 18.30, you are able to park for as long as you require.

There are also residential streets that you are able to park along, which are a short walk away from the Centre, but please watch out for any yellow lines, as Parking Wardens do patrol these areas, including car parks.

Parking is not permitted down the side of The Windmill Studio Centre or in the Pembroke Centre or Church Car Parks. These are private parking areas and you could be fined.

Time (Up to)	Hillingdon Residents Parking Tariffs	Non-Residents Parking Tariffs
½ hour	FREE	FREE
1 hour	20p	70p
1 hour 30 mins	40p	£1.40
2 hours	60p	£2.10
3 hours	£1.00	£3.50
4 hours	£1.80	£5.20
4 hours +	£2	£5.70



The Windmill Studio Centre | 106-106A Pembroke Road | Ruislip | Middlesex | HA4 8NW

t: 01895 624755 | e: thewindmillstudio@gmail.com | w: www.thewindmillstudio.com

f: The Windmill Studio Centre | t: TheWindmillStud

Price List

ROOM FOR HIRE	PRICE PER HOUR (including VAT)
Treatment	£22.00
Consultation	£22.00
Small Interview Room	£22.00
Meeting & Training Rooms	£28.00 - £34.00
Dance & Fitness Studios	£28.00 - £34.00

Please note

- All rooms and studios must be hired for a minimum of one hour with half hour hire availability from thereon if required.
- Discounted prices can be arranged when using rooms on a regular basis as well as daily & weekly rates upon application.

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Here at healthcareandpamper.com we aim to cater for all our clients' needs.
Should you be hosting a breakfast meeting or an all day event, then we have a package to suit your corporate meeting.
There is also the flexibility to choose more than one menu to suit the timings of your meeting.

MENU ONE

Drinks only package

£4.00 plus VAT per head/per sitting

Tea / Coffee / Hot chocolate

Bottled water

Fresh orange & apple Juice

Canned Drinks i.e.: Coca Cola, Diet Coca Cola, Fanta & Sprite

Cordial orange, lemon or lime

***Biscuits optional @ £1.00 plus VAT extra per person**

MENU TWO

Snack option

£7.50 plus VAT per head

Tea / Coffee / Hot chocolate

Bottled water

Fresh orange & apple Juice

Canned Drinks i.e.: Coca Cola, Diet Coca Cola, Fanta & Sprite

Cordial orange, lemon or lime

Selection of dips & crudités

Savoury snacks i.e. Doritos, Pringles, Kettle crisps etc

Selection of fresh fruit

MENU THREE

Breakfast option

£10.50 plus VAT per head

Weetabix, Cornflakes, Alpen

Hot bacon & sausage buttered rolls

Selection of fresh fruit

Tea / Coffee / Hot chocolate

Bottled Water

Fresh orange & apple juice

MENU FOUR

Brunch option

£8.50 plus VAT per head

Selection of pastries

Tea / Coffee / Hot chocolate

Bottled water

Fresh orange & apple juice

Selection of fresh fruit

MENU FIVE

Lunch option

£14.50 plus VAT per head

Selection of freshly made sandwiches

Kettle crisps

Selection of fresh fruit

Tea / Coffee / Hot chocolate

Bottled water

Fresh orange & apple juice

Selection of canned drinks

Orange, lemon or lime cordial

MENU SIX

Full buffet option

£20.50 plus VAT per head

Smoked salmon
Sliced ham
Sliced chicken
Mature cheese
Vegetable quiche
Lettuce, cucumber, tomato, spring onion salad
French bread
Coleslaw
Beetroot
Potato salad
Selection of Dressings – mayonnaise, French dressing, pickle
Selection of fresh fruit
Tea / Coffee / Hot chocolate
Bottled water
Fresh orange & apple juice
Selection of canned drinks
Orange, lemon or lime cordial

If preferred an all day package is available at a discounted rate

ALL DAY PACKAGES

Package 1 - £24.50 plus VAT per head

Welcome tea, coffee & fresh orange juice
Brunch – selection of pastries plus tea & coffee
Sandwich lunch plus hot & cold drinks
Afternoon tea, coffee & biscuits
Bottled water

Package 2 - £28.50 plus VAT per head

Welcome tea, coffee & fresh orange juice
Breakfast Menu – hot bacon & sausage buttered rolls, fresh fruit
Morning Break – tea, coffee, fresh orange juice & biscuits
Sandwich lunch plus hot & cold drinks
Afternoon tea, coffee & biscuits
Bottled water

Package 3 - £35.50 plus VAT per head

Welcome tea, coffee & fresh orange juice
Breakfast menu – hot bacon & sausage buttered rolls, fresh fruit
Morning Break – tea, coffee, fresh orange juice & biscuits
Full buffet lunch
Afternoon tea, coffee & biscuits
Bottled water

Should you wish to change any of the options on the menus or packages, we are happy to accommodate if within our means. Please just ask!

HIRER'S AGREEMENT

**PLEASE READ ALL THE INFORMATION BELOW
THESE MUST BE ADHERED TO AT ALL TIMES WHILST WORKING AT healthcareandpamper.com**

All the documents listed below must be completed and filed before your hire agreement commences:

- Registration Form
- Copies of Public Liability or Business Indemnity (*if required in order to practice*)
- Copies of necessary Qualifications (*this only applies to therapists, instructors, consultants or similar where qualifications are required to practice or instruct*)
- Copies of any Licences required to Practice
- Hire registration and Service Fee form

Car Parking

We do have ample parking facilities in the public car park to the rear of The Windmill Studio Centre. Please note that if you are a Hillingdon Borough Resident, you are able to park at a discounted price to those outside the Borough. Full details can be given upon request. After 18:00 hours and all day Sunday this car park is free.

Please be aware that Traffic Wardens are active in this area and it is the individual's responsibility to ensure they have a valid ticket for their stay. The Windmill Studio Centre will not accept liability for parking tickets issued by The London Borough of Hillingdon.

All Hire Costs

All rooms and studios must be hired for a minimum of one hour with half hour hire availability from thereon.

Services Included in Room Costs

- Professional reception service
- Use of reception waiting area
- Use of washroom & toilets
- Use of water cooler in public access ways
- Internet
- Sound system if required

Further Services Included in Hire Registration Fee (payable upon registration)

- Receptionist on duty at all times to meet and greet your clients
Monday to Thursday 8.30am – 10pm
Friday 8.30am to 7pm
Saturday 8.30am – 6pm
- Internet upon request
- Passing on new client leads
- Website listing and pop up page on healthcareandpamper.com within the Windmill Studio website. This includes simple design entry from copy and logos provided. Client is responsible for proof reading. Once approved and live, any alterations or new information added will incur an extra cost.
- Leaflet display in healthcareandpamper.com

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- Couch rolls
- Towels (inclusive of laundry service)
- Pillow & pillow cases (inclusive of laundry service)
- Bed covers (inclusive of laundry service)
- CD Player
- Candle holders (all candles must be provided by therapists and removed safely)
- Tissues
- Standing lamp
- Locker facilities are available but limited. These are charged at £10 extra per year. This will enable you to keep any personal or business items safe and secure in this building at all times.

Extras Available (charged individually)

- Meeting and Conference Rooms
- Dance Studios
- Consultancy Rooms
- Therapy Rooms
- Interview Rooms
- Diary Management
- Catering and Refreshments
- Secretarial Services
- Mail Handling
- Photocopying
- Stationery
- Please feel free to ask for anything that is not listed and we will happily accommodate where possible

When booking, confirmation of your requirements must be sent to us via email to: thewindmillstudio@gmail.com, prior to your Hire Period commencing. If a regular customer, this will be noted on file.

Cancellation Policy

Dance Studios

All courses are payable in advance and no refund will be given for whatever reason a session or course is cancelled by the Hirer. Therefore courses must be booked by email confirming all dates and times.

Those hiring one off sessions, in any of our dance studios, will be charged in full unless 24 hours notice is given by email. Hirer's are welcome to call, however all cancellations must be given in writing by email to: thewindmillstudio@gmail.com

healthcareandpamper.com will respond via email concerning any cancellations.

Meeting Rooms

Payable daily (or weekly if a block session is booked and has been pre-arranged with healthcareandpamper.com)

For cancellations - 24 hours notice must be given on all meeting rooms otherwise full payment will be required.

Meetings that include breakfast, brunches and lunches must have 48 hours notice, otherwise 50% of the cost will be charged.

All cancellations must be given in writing by email to: thewindmillstudio@gmail.com which will then be responded to via email for your records. Any cancellation fee incurred will be detailed via invoice and payment will be due immediately.

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Treatment / Consultancy Rooms

Daily rates are available. Weekly rates are also available, if a block session is booked.

For cancellations - 24 hours notice must be given on all treatment / consultancy room's otherwise full payment will be required.

All cancellations must be given in writing by email to: thewindmillstudio@gmail.com which will then be responded to via email for your records. Any cancellation fee incurred will be detailed via invoice and payment will be due immediately.

Room Set – Up/Set - Down

Here at healthcareandpamper.com we have many rooms and services available. This includes simply hiring a room to full set up and refreshments.

All requirements must be confirmed via email at least 48 hours before your hire period commences to: thewindmillstudio@gmail.com. Your email will then be passed on to the correct member of staff who will confirm your full requirements. A Booking Confirmation will then be sent to you.

Should you require a room only, without any other service provided by healthcareandpamper.com, it is the responsibility of the Hirer to ensure set-up and set-down is in place. We will, however, ensure the items that you have requested are available in the Hirer's room ready for you to set out.

Timings

You must arrive at least 10 minutes prior to your hire period to ensure the room is set up adequately, if this has been arranged, and to welcome your students, clients or colleagues. You are also permitted 10 minutes after your hire period to clear, tidy away and leave the room as it was found. All rubbish must be placed in bins provided. It is the Hirer's responsibility to make sure these requests are adhered to.

If the Hirer requires any room or studio more than 10 minutes to set up or set - down, this must then be included in the Hire Period due to other Hirer's requirement times. Should extra time be required, and if possible, the Hirer will be charged per extra half an hour thereon. The Hirer must let the receptionist on duty know, so adequate arrangements can be made. However, if extra time could not be guaranteed, healthcareandpamper.com will endeavour to provide an alternative room where possible.

Dress Code

Here at healthcareandpamper.com we pride ourselves on our professional image; therefore we encourage all our clients' to dress appropriately to suit their profession and would prefer a 'no jeans' policy.

Arrival

On arrival of all clients, students or colleagues – the receptionist will inform them to take a seat in the waiting area until they are collected. Should you require anything different, please advise the receptionist on duty.

Under no circumstances will anyone be permitted to enter a treatment room, studio or meeting room without their instructor, teacher, therapist or lead colleague.

Visitor Log

All guests to healthcareandpamper.com must sign in and out of the building. This includes every time you enter and leave the building for whatever reason throughout the day.

Fire Precautions

It is the Hirer's responsibility to ensure their client, student, guest or colleague is fully aware of the Fire Exits in case of an emergency. Fire Exits are clearly marked and the Fire Evacuation Assembly Point is located behind the building in the Public Car Park.

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Heat Sources

We can appreciate that some therapies are enhanced when candles are burning, however these must be used with the utmost level of care. Appropriate candle stands are available to borrow from reception. We do not permit any heat source to be used directly onto any furniture or equipment we have in our rooms. Any of these heat sources **MUST NOT** be left unattended at any time.

UNDER NO CIRCUMSTANCES ARE ANY HEAT SOURCES PERMITTED IN EITHER OF OUR DANCE STUDIOS

Duty of Care

Practitioners have a legal obligation requiring them to adhere to a standard of reasonable care concerning heat sources while performing any acts that could foreseeably harm others. Fire safety is included under this obligation.

Condition of Hired Room

All rooms that are available to hire are cleaned every day. They will all be equipped with furniture suitable for your hiring purposes. They will be supplied in a good order and must be left as found. Any damages made whilst in a hire period must be reported to the receptionist on duty immediately and charges may be made if deemed necessary. All furniture, fixtures, fittings, equipment or goods that have been supplied must be left in the room, unless otherwise agreed or stated.

We will always endeavour to equip each room to your requirements, but this must be confirmed by email at least 48 hours to your hire period commencing.

Electrical Equipment

Any electrical equipment which is bought into the building and used here at healthcareandpamper.com must be PAT Tested annually which is your responsibility and you must be able to show a valid PAT Test Certificate. If this is something you would like us to arrange on your behalf then you will incur an extra cost which we will quote for. Without a PAT Tested certification on any electrical equipment you have provided yourselves, means the equipment cannot be used here at healthcareandpamper.com.

Special Conditions

Please be aware, even if your room hire is on a regular weekly basis i.e. Monday to Friday, 9 am-5 pm, healthcareandpamper.com is within its rights to hire any room out to other clients' outside of the Hirer's contracted hours and all rooms must be left clear for this purpose.

Access ways

healthcareandpamper.com is a busy workplace, so our reception area and all access ways must be kept clear as Health & Safety precautions must be adhered to at all times.

Noise

Please refrain from making any undue noise whilst in the building. We do have a number of therapies that require a level of quietness. Whilst walking through the access ways, please ensure you respect this and others using the building.

Lost or Stolen Property

As much as we endeavour to keep this venue secure at all times, we are not liable for any lost or stolen property during your stay with us. All personal items must be removed from the building after your Hire Period, unless otherwise arranged.

HIRER'S AGREEMENT

Name:	<i>healthcareandpamper.com</i>
Address:	<i>106A Pembroke Road, Ruislip, Middlesex, HA4 8NW</i>
Hirer's Title & Full Name:	
Purpose of use of the designated space:	
Company Name (if applicable):	
Address: Post Code:	
Invoice Address: (If different from above) Post Code:	
Telephone No:	
Mobile No:	
Email Address:	
Website Address:	

Profession:	
Qualifications: Copies supplied: Yes / No	
Licence to Practise: Start - Expiry Date: Copies supplied: Yes / No	

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Public Liability Insurance Ref No:	
Insurance Company	
Start - Expiry Date:	
Copies supplied: Yes / No	

Next Of Kin Details:	
Name:	
Relation:	
Contact Details:	
Information on any health conditions that you feel we should know about:	

SIGNED on behalf of healthcareandpamper.com

SIGNED on behalf of the Hirer

Signature:

Signature:

Name (Printed)

Name (Printed)

Title (Printed)

Title (Printed)

Date:

HIRE REGISTRATION AND SERVICE FEE

Here at healthcareandpamper.com we want to provide the best possible service to all our hirer's. To make this possible, we charge a £70 inc VAT Hire Registration and Service fee on an annual basis.

This fee and signed agreement is required along with your Registration Form for all clients. An invoice will be provided for your records.

This is not optional, as we feel this is a fair and reasonable price for the services we have here at healthcareandpamper.com.

Included in this £70 are the following services. These will not only help your business run smoothly, but will also promote and advertise what you all have to offer:

- Receptionist on duty at all times to meet and greet your clients
Monday to Thursday 9am – 10pm
Friday 9am – 7pm
Saturday 9am – 6pm
- Internet, upon request
- Passing on new client leads
- Website listing and pop up page on healthcareandpamper.com within The Windmill Studio website. This includes simple design entry from copy and logos provided. Client is responsible for proof reading. Once approved and live, any alterations or new information added will incur an extra cost.
- Leaflet display in healthcareandpamper.com reception area
- Couch rolls
- Towels (inclusive of laundry service)
- Pillows & pillow cases (inclusive of laundry service)
- Bed covers (inclusive of laundry service)
- CD Player
- Candle holders (*all candles must be provided by therapists and removed safely*)
- Tissues
- Standing lamp
- Locker facilities are available but limited. These are charged at £20 + VAT extra per year. This will enable you to keep any personal or business items safe and secure in this building at all times.

Please note this does not include personal administration, booking clients on a regular basis, stationery, photocopying, telephone line or similar. This is all available but at a negotiated price.

I hereby confirm, I agree with this yearly Hire Registration & Service Fee and understand this is non-refundable.

I enclose cheque/cash or payment by debit card for the amount of £.....

This is / is not inclusive of the locker fee (*please delete*)

I also agree this will be renewed on an annual basis, one year from the date below.

Signed: Date:

Full Name:

HIRER'S REQUIREMENTS

Room Hire Requirements:

Please state any items you require or information that you feel is important for the smooth running of your room hire and we will try to accommodate where possible i.e.

- *Table*
- *Chairs and type*
- *Hydraulic couch*
- *Couch rolls*
- *Towels (inclusive of laundry service)*
- *Pillows & pillow cases (inclusive of laundry service)*
- *Bed covers (inclusive of laundry service)*
- *Internet cable*
- *Plant*
- *CD Player*
- *Candle holders (all candles must be provided by therapists and removed safely)*
- *Tissues*
- *Standing lamp*
- *Locker facilities are available but limited. These are charged at £20 + VAT extra per year.*