

RENTAL TERMS AND AGREEMENT

*For external hirers — hire of room(s) and shared facilities at AM Space, Ground Floor,
Siemens House, Carlisle Square, Newcastle upon Tyne, NE1 6UF.*

This Agreement is made between Ametrine Aesthetics Ltd, trading as AM Space (“the Provider”, “we”, “us”), and the Hirer named below (“the Hirer”, “you”). By signing this Agreement, accepting it electronically via our Hirer Agreement & Set-up form, or paying the booking fee, the Hirer agrees to the terms set out below.

1. BOOKING DETAILS

Field	Details
Hirer (name)	
Business / organisation	
Address	
Email	
Telephone	
Room(s) hired	Room 1 / Room 2 / Room 3 / combination (delete as appropriate)
Purpose of hire	
Date(s) of hire	
Hire times (incl. set-up/clear-down)	
Expected number of attendees	
Hire fee	£ _____ (per day, per the current AM Space rate card)
Deposit	£ _____
Booking reference	

2. DEFINITIONS

“The Space” means the room(s) booked together with shared, non-exclusive use of the kitchen, waiting area and toilets at AM Space.

“Hire Period” means the date(s) and times stated in clause 1, including any agreed set-up and clear-down time.

“Cleaning Allowance” means the 30 minutes of cleaning time included at the end of the Hire Period before additional charges apply.

“Key Holder” means the named individual who holds keys and/or an entry code for the Hire Period and who agrees to the key holder terms in clause 6.

3. PRICING AND PAYMENT

3.1 Standard rates

The rates below apply to all hirers. All fees are exclusive of VAT, which is charged in addition at the prevailing rate.

Room(s)	Hire fee (per day)
Room 1	£620
Room 2	£300

Room 3	£200
Room 1 & 2	£900
Room 1 & 3	£800
Room 2 & 3	£500

Additional item	Rate
Catering (lunch, King Baby Bagels)	£13 per head
Tea and coffee	Included, free of charge
Sharps and clinical waste	£10 per day
Bulky packaging disposal	£10 per item
Additional cleaning	£30 per hour (or part hour) beyond the 30-minute allowance
Lock / access code change (lost keys, compromised code)	At cost

3.2 One agreement, ongoing bookings

This Agreement is signed once and then covers the Hirer for every subsequent booking they make to use the Space, for as long as their details (insurance, key holder, billing information) remain current. The Hirer does not need to sign a fresh copy of this Agreement for each individual booking – only the short Final Booking Details form confirming numbers, catering and set-up for that specific date. The Provider may ask a returning Hirer to reconfirm or re-sign this Agreement from time to time, for example annually or if these terms change, to keep insurance and key holder details up to date.

3.3 Booking and deposit

A booking is confirmed only once the Provider has accepted it, the Hirer's compliance documents (clause 9) are complete, and the hire fee (and any deposit) has been paid or invoiced as agreed.

3.4 Invoicing

Invoices are raised in the name of Ametrine Aesthetics Ltd and sent to the billing contact and payment terms agreed at booking. VAT is added to all charges at the prevailing rate.

4. CANCELLATION AND CHANGES

Cancellations must be made in writing. 14 days or more before the Hire Period: any deposit paid is refunded. Less than 14 days: the deposit may be retained. Less than 48 hours' notice, or non-attendance: the full hire fee remains payable.

The Provider may, in exceptional circumstances, cancel or reschedule a booking and will offer an alternative date or a full refund of sums paid. The Provider's liability for such a cancellation is limited to the refund of sums paid.

5. USE OF THE SPACE

5.1 Scope of use

The Hirer may use only the room(s) booked plus the shared facilities described in clause 2, and only for the stated purpose and during the Hire Period. Other occupants' units and any staff-only or clinical storage areas must not be entered.

5.2 Capacity and conduct

The Hirer must not exceed the stated capacity of the room(s) and must comply with all reasonable directions of the Provider, the AM Space house rules, the Cleaning Guide, and any signage displayed on site.

5.3 Shared building

The Space sits within a shared building. The Hirer must keep noise to a considerate level, respect other occupants and any treatments or sessions in progress, and keep communal areas clear.

5.4 Prohibited activity

No alterations or fixings to walls, and no additional heating or electrical equipment, without prior written consent. Candles, smoke machines and naked flames are not permitted. Smoking and vaping are not permitted anywhere on the premises, including immediately outside the front of the building.

5.5 Children and attendees

Children are not permitted on site during a hire, unless expressly agreed in writing with the Provider in advance.

6. ACCESS, KEYS AND SECURITY

6.1 Key holder

Where keys, the shutter key, a key pouch or an entry code are issued, the Hirer must nominate one named individual to act as Key Holder for the Hire Period. This individual agrees to, and must follow, the key holder terms set out in this clause 6.

6.2 Personal and non-transferable

Keys and codes are personal and non-transferable. The Hirer must not copy keys, share codes, or admit anyone outside their own booking.

6.3 Opening the Space – checklist

- ☐ Open the shutters using the shutter key. The lock for the shutters is to the left of the main door shutters.
- ☐ Open the orange external door using your key.
- ☐ Open the next internal (black) door using the entry code, provided on request.
- ☐ Go to the top drawer. It is kept locked at all times – the code is 1234. Unlock it to access the grey key pouch.
- ☐ The grey key pouch contains: keys to Room 1, Room 2 and Room 3, the separate Reception room key, and the AM Space window shutter key. The Room 1 keyring also carries the medication fridge key, available where a hirer needs refrigerated storage arranged in advance.
- ☐ Relock the top drawer immediately after removing the pouch – it must never be left unlocked or open, even briefly.
- ☐ Open all AM Space doors, the Reception room, and the AM Space window shutter. Please only open our shutter – not any neighbouring unit's.
- ☐ Return the key pouch to the locked top drawer (code 1234) once all rooms are open, unless you need to carry a key with you during the session.

⚠ The top drawer (code 1234) is the single home for the shutter key, the Reception key and the room keys. It must be locked every time it is not actively being opened or closed – never left unlocked, and never propped open.

6.4 Closing the Space – checklist

Work through every box below before you leave. If you are not the last person out, hand over to whoever is.

- ☐ Lights: ensure all lights are turned off, including the hallway and kitchen.
- ☐ Heating: ensure all heaters are switched off.
- ☐ Cleanliness: ensure the space is clean, per the AM Space Cleaning Guide.
- ☐ Consumables and equipment: anything taken out for the session is put away in its proper place, not left out on a side or worktop.
- ☐ Window shutters: close all AM Space window shutters (ours only).

- ☐ Door sign and doorbell: remove or reset the session door sign, and return the doorbell to its normal place.
- ☐ Lock all AM Space doors, including the Reception room.
- ☐ Return all keys — including the Reception key and shutter key — to the grey pouch and lock them in the top drawer (code 1234), unless a key is being taken home by arrangement.
- ☐ Close the internal black door leading to the main entrance.
- ☐ Close the orange external door.
- ☐ Close the shutters using the shutter key.

⚠ If you are the last person to leave: double-check that no one else is still on the premises before you lock up — walk the rooms, the kitchen, the waiting area and the toilets. If you are at all unsure whether a neighbouring business still has someone inside, knock on their door and check with them directly rather than assuming. Do not leave until you are certain the building is empty.

6.5 Security — keep the inner door shut

The inner (black) door must stay shut and locked throughout the day, not only at the start and end of a booking. Prop it open only for the few seconds needed to let someone in or out, then close it again. If you notice it propped open or unsecured at any point, close and lock it immediately.

6.6 Lost keys or compromised codes

Lost or non-returned keys, or a compromised entry code, must be reported to the Provider immediately and may incur a lock or access-code change charge, payable at cost.

7. CONDITION, CLEANING AND WASTE

7.1 Leaving the Space

The Hirer must leave the Space in the same clean and tidy condition in which it was found, following the AM Space Cleaning Guide provided with the booking.

7.2 Cleaning allowance

A Cleaning Allowance of 30 minutes at the end of the Hire Period is included in the hire fee. Time used beyond this is charged at £30 per hour, or part thereof.

7.3 Cleaning products

Cleaning during a hire should be kept to the Clinell wipes provided — please do not bring in or substitute other cleaning chemicals or sprays. This keeps what's used on site consistent with our COSHH risk register; if something else is genuinely needed, ask the Provider first.

7.4 Standard expectations

Crockery washed or placed in the dishwasher; surfaces wiped; floors clear; bins not left overflowing; the coffee station left clean, rinsed and switched off.

7.5 AM Space Cleaning Guide

At the end of every booking, Room 1 and Room 2 (and any other room used) must be left in the same condition they were found in. This applies whether the session was clinical, training, creative or wellness in nature:

- Crockery and cups: no cups or crockery should be left in Room 1, Room 2 or the waiting room — take them to the kitchen and either wash them up or place them in the dishwasher. Run the dishwasher if it is full; if it has already been run and is clean, unload it so the next hirer has an empty machine to use.
- Water bottles: top up and refill any communal water bottles/jugs before you leave so they're ready for the next booking, and rinse out any used ones.

- Chairs: wipe down chairs used during the session, including arm rests and seat backs, and return them to their normal layout/storage.
- Surfaces: wipe down all surfaces and tables of any food or drink residue, marks or spills before you leave.
- Food and drink in treatment rooms: food and drink should not be left in Room 1 or Room 3 (treatment rooms) – take cups, plates and any food waste through to the kitchen straight away rather than leaving them on trolleys, worktops or windowsills.
- Paperwork and materials: booklets, notebooks, handouts and promotional materials should be tidied away and properly stored, not left out on surfaces or chairs.
- Floors: floors must be left free of debris, consumables and rubbish.
- Sharps: all sharps (needles, cannulas, blades) must go straight into the sharps bin provided – never into general waste or clinical waste bags. Check the sharps bin isn't overfilled before you leave; flag to the Provider if it needs changing.
- Clinical waste: all clinical waste (used consumables, dressings, contaminated materials) must go into the clinical waste bin/bags provided, kept separate from general waste and recycling at all times.

7.6 Waste – bagging and disposal

General waste and recycling should be bagged, tied and placed in the yard bins. Where a clinical session has been agreed, clinical waste bags must be removed from the bins, securely tied, and relocated to Room 2 by the end of the day, and sharps bins handled as directed by the Provider – this is charged at £10 per day where applicable.

8. COFFEE AND REFRESHMENTS

8.1 Reception – Siemens EQ6 S100 bean-to-cup machine

The machine in Reception is a Siemens EQ6 S100 automatic bean-to-cup coffee machine, available for hirers and attendees. The manufacturer's manual is kept by the machine.

8.2 Lecture room (Room 2) – airpot and kettle for delegates

A Nisbets 3.7 litre stainless steel airpot and a kettle are kept in the lecture room (Room 2) so delegates on a training session can help themselves to tea and coffee without needing to leave the room.

8.3 Catering

Tea and coffee are provided free of charge for every booking. Lunch can be arranged at £13 per head from King Baby Bagels, ordered by the Provider on the Hirer's behalf, with a minimum of two weeks' notice and full dietary requirements given at the same time. Final delegate and dietary numbers must be confirmed no later than 3 days before the session – catering cannot be added or amended after that point, as our supplier orders to that timeline. Please make sure everyone booking or attending a session is aware of this cut-off.

9. HIRER'S INSURANCE AND RISK ASSESSMENT

9.1 Insurance warranty

The Hirer confirms and warrants that they hold valid, adequate insurance covering all activities taking place during their hire, including public liability insurance and, where the Hirer is delivering treatments, training or other professional services, professional indemnity insurance. The Provider does not collect or independently verify evidence of this insurance; responsibility for holding adequate and lawful cover for the Hirer's own activities rests entirely with the Hirer.

9.2 Qualifications and lawful activity

The Hirer is responsible for ensuring any treatment, training or service they deliver is lawful, that they and their staff hold the necessary qualifications, registrations, consents and clinical-waste arrangements, and that all relevant regulatory requirements are met. The Provider gives no warranty and accepts no responsibility for the Hirer's activities or their outcomes.

9.3 Risk assessment

Where the booking involves a clinical, injecting or training session, the Hirer must submit their own risk assessment for their session before the booking is confirmed (a template is available on request). This is separate from, and additional to, the Provider's own Risk Assessment: Hiring AM Space to External Parties (AME-RA-009), which addresses the risks that hiring the Space out introduces for the Provider as a business, and does not remove the Hirer's own responsibility under clauses 9.1 and 9.2.

10. OUR INSURANCE AND RESPONSIBILITIES

10.1 The Provider's public liability insurance

The Provider holds its own public liability insurance covering the premises and communal areas of AM Space in respect of the Provider's own negligence. This cover is for the Provider's benefit as occupier of the building; it does not extend to, and is not a substitute for, the Hirer's own insurance under clause 9.1, and does not cover the Hirer's professional activities, equipment, or the acts or omissions of the Hirer or their attendees.

10.2 What we are responsible for

- Providing the room(s) booked in a safe, clean condition, in line with our own health and safety, fire safety and maintenance obligations as occupier.
- Maintaining fire safety and first aid equipment and signage in areas under our control.
- Our own negligence in the maintenance or condition of the premises and communal areas.
- Giving accurate information about the Space, access arrangements and any known hazards before your hire.

10.3 What we are not responsible for

- The Hirer's own equipment, materials, stock or attendees' property, however they are lost or damaged.
- The Hirer's professional, clinical or training activities, their outcomes, or compliance with the Hirer's own regulatory obligations.
- Verifying the Hirer's insurance, qualifications, registrations or consents — this is entirely the Hirer's responsibility under clause 9.
- Deliveries that were not declared in advance, arrived outside opening hours, or that a courier would not leave with us.
- Indirect or consequential loss of any kind arising from the Hirer's use of the Space.

Nothing in this Agreement limits liability for death or personal injury caused by negligence, for fraud, or for any liability that cannot be excluded by law.

10.4 Damage

The Hirer is responsible for the conduct of all their attendees and for any loss or damage to the Space, its furnishings, fixtures, contents or the wider building caused by the Hirer or their attendees, and will reimburse the Provider for the cost of repair or replacement. This applies whether the damage is accidental or otherwise.

10.5 Indemnity

The Hirer indemnifies the Provider against all claims, costs and liabilities arising from the Hirer's use of the Space or breach of this Agreement.

11. STOCK DELIVERIES

Any stock, equipment or materials being delivered to AM Space ahead of a booking must be declared to the Provider in advance, including the expected date, courier or supplier, and number of parcels. Deliveries can only be accepted on working days during our opening hours.

The Provider accepts no responsibility for deliveries that are not declared in advance, that arrive outside opening hours, or that a courier will not leave with us. A member of the AM Space team will sign for each delivery by name; the Hirer will be told who signed for it and when.

Large cardboard or bulky packaging left behind after the booking will be charged at £10 per item for disposal.

12. HEALTH, SAFETY AND EMERGENCIES

12.1 Fire exits and evacuation

- Know both AM Space exits and the nearest fire exit for any room you are using before a session starts.
- If the fire alarm sounds, evacuate immediately via the nearest exit — do not stop to collect belongings or to secure the building.
- Go to the assembly point [insert assembly point] and do a headcount of your group.
- Do not re-enter the building until told it is safe to do so.
- Never obstruct a fire exit, or prop open a fire door in a way that defeats it, or tamper with fire or smoke alarm equipment.

12.2 Safeguarding and personal safety

If you or a colleague ever feel vulnerable, unsafe, or uncertain about someone in the building — trust that instinct and act on it rather than waiting to be sure. Avoid being alone with someone you feel uneasy about, keep your phone on you and know your nearest exit, and prioritise removing yourself from a situation before anything else if you feel threatened. Tell a colleague or your manager as soon as possible afterwards, even if nothing happened in the end. For anything serious, or if you are ever in immediate danger, call 999.

12.3 Reporting incidents, trips, falls and accidents

Report any accident, incident, trip, fall or near-miss — however minor — as soon as possible after it happens, using the AM Space incident report form:

[AM Space incident report form \(Slack\)](#)

12.4 First aid and emergency equipment

The first aid kit is kept in Reception, in the bottom drawer. Familiarise yourself with this location, and with who on site is first-aid trained, before your booking begins. If you administer first aid, log it via the incident report process at clause 12.3.

12.5 Public areas and fire safety

Members of the public and attendees must be kept out of shared corridors and must not be allowed to loiter in them — this is a fire safety requirement as well as a matter of courtesy to other occupants. Toilets are shared with the public and other occupants; stay alert to anyone unfamiliar or unaccompanied, per clause 12.2.

13. EVENT-DAY ETIQUETTE

For training or lecture sessions, please help keep disruption to other staff and occupants to a minimum:

- Put the door sign up showing where your session is taking place, so visitors and delegates can find the right room without asking around or wandering the building.
- The session lead should keep the doorbell on them (in a pocket) rather than leaving it to ring out, so it doesn't disturb other staff working elsewhere in the building.
- Take the sign down and return the doorbell to its normal place as part of your closing checklist (clause 6.4).
- The staff kitchen is for AM Space and Ametrine staff only — hirers and their attendees should use the refreshments provided as part of their booking (clause 8), not the staff kitchen.

14. CONFIDENTIALITY AND DATA PROTECTION

Each party will keep the other's confidential information confidential. The Hirer is the data controller for any personal data they process during their hire and must comply with UK GDPR and the Data Protection Act 2018, including secure handling and removal of their own records and materials at the end of the hire.

15. GENERAL

This Agreement does not create a tenancy or any right of exclusive possession; it is a licence to use the Space for the Hire Period only. The Hirer may not assign or sub-let the booking. The Provider may amend these terms for future bookings.

This Agreement constitutes the entire agreement between the parties and is governed by the law of England and Wales, subject to the exclusive jurisdiction of its courts.

16. CONTACT AND SUPPORT

AM Space, Ground Floor, Siemens House, Carliol Square, Newcastle upon Tyne, NE1 6UF

space@ametrineaesthetics.com

If anything goes wrong during a session and you need help quickly – a facilities issue, a locked-out delivery, anything that can't wait – WhatsApp 07306 129175.

17. AGREEMENT AND SIGNATURES

Both parties confirm they have read, understood and agree to the terms of this Agreement.

For the Hirer

Name: _____ Signature: _____ Date: _____

For AM Space (the Provider)

Name: _____ Signature: _____ Date: _____

This document does not constitute legal or tax advice. It should be reviewed by a qualified solicitor before use.