

# Terms & Conditions

## Affiliated Service Providers

### PURPOSE:

These Terms & Conditions (T&C) act as a legally binding contract between the Sacred Birth Centre (SBC) and Affiliated Service Providers (ASP). It is to be read in conjunction with SBC policies procedures listed within these T&C.

### CONTENT:

1. BECOMING AN AFFILIATED SERVICE PROVIDER
2. SBC EXPECTATIONS
3. SBC UNDERTAKING
4. TRAINING COURSES
5. ADMINISTRATIVE SERVICE FEE
6. RENEWAL
7. CANCELLATION
8. POLICIES AND PROCEDURES
9. AGREEING TO THESE TERMS
10. HOW TO CONTACT US

### BECOMING AN AFFILIATED SERVICE PROVIDER:

In order to become an ASP, all applicants must first complete the application process and be approved by the SBC Project Weavers. To find out more about the application and approval process, please read the following document: [Listing Procedures for Affiliated Service Providers](#).

Once an application has been approved, ASPs must agree to these T&C and pay an Administrative Service Fee. The applicant will then become an ASP Member.

## **SBC EXPECTATIONS:**

In order to create and maintain a high standard of service delivery, we require all ASPs to agree to:

1. work as an independent practitioner/service provider, taking full accountability and liability for the services provided;
2. work in alignment with SBC's mission & vision statement;
3. ensure information provided is correct and up to date;
4. ensure the SBC is updated when any changes to the service provided occurs;
5. work in accordance with the SBC's policies and procedures listed in Section 8: Policies and Procedures;
6. notify the SBC of any conflicts of interest; and
7. notify the SBC of any serious allegations (past, present or emerging) made against you.

Failure to abide by these expectations may result in the cancellation of ASP Membership. For more information regarding cancellation of ASP Membership, please refer to Section 7: CANCELLATION.

## **SBC UNDERTAKING:**

Upon successful completion of the application process, the SBC undertakes to:

1. create a personalised biography (bio) page on the SBC website that contains all the services offered by the ASP, that have been approved for listing;
  - a. any additional services, not outlined in the original application, must go through an approval process before being added to the relevant bio page;
2. share the ASP's services across the relevant pages on the SBC website, including calendar of events;
3. promote the approved services across the SBC website, newsletter, and social media platforms;
4. permit use of the SBC logo for the sole purpose of self-promoting services that have been approved to be listed on the SBC website.

## **TRAINING COURSES:**

The SBC is working in collaboration with [Goddess Temple Teachings](#) to deliver and promote training courses. ASPs will have the opportunity to develop and promote training courses through Goddess Temple Teachings. Training courses administered through Goddess Temple Teachings are subject to additional Terms & Conditions, outlined by Goddess Temple Teachings. The service offered by Goddess Temple Teachings will include additional support not outlined within these T&C and incur separate fees. The Administrative Service Fees (as outlined in Section 5: Administrative Service Fees), will be included in the package offered by Goddess Temple Teachings. All ASPs who work with the Goddess Temple Teachings to deliver their training are still subject to these T&C.

Some ASPs may not wish to take advantage of the opportunities offered through Goddess Temple Teachings. Training courses, not administered through Goddess Temple Teachings, will be subject to Administrative Service Fees outlined in Section 5: Administrative Service Fees.

During the application process, the SBC will discuss these options with all ASPs who request to deliver a training course.

In the event of any queries regarding delivering a training course through Goddess Temple Teachings, please email Lisa Fletcher: [lisafletcher408@gmail.com](mailto:lisafletcher408@gmail.com)

## **ADMINISTRATIVE SERVICE FEE:**

The cost of becoming an ASP is dependent on the number of services offered and the duration of each service. All ASPs are required to pay an ASP Membership fee as well as a fee per service listed. A breakdown of the Administrative Service Fees follows:

<b>Service Fee</b>	<b>Pricing (per annum)</b>
ASP Membership Fee	£22
First Service Listing - including one-off events	£12
Additional Service Fee	£10 per additional service

The SBC will issue an invoice, based on the pricings listed above, to each ASP. The invoice must be paid in full, by the due date, otherwise ASP Membership will be cancelled and the listing removed from the website.

If an extension for payment is required, if payment in instalments is required, or if there are any questions or concerns regarding invoices, please email:

[info@sacredbirthcentre.org](mailto:info@sacredbirthcentre.org).

The SBC reserves the right to waiver or reduce any or all Administration Service Fees on a case-by-case basis. This right is reserved for:

1. Services that are free or run by donation
2. Services that are part of a charity or community organisation and are run not-for-profit.

All Administrative Service Fees are subject to change. Notice of any changes will be provided prior to the renewal of ASP Membership.

*Please note, current pricings are reflective of our special introductory offer and will be increased before ASP Memberships are due for renewal.*

## **RENEWAL:**

Status as Affiliated Service Provider will be available for renewal on an annual basis. Email notification will be sent 28 days prior containing information of the steps required to renew ASP Membership. If these steps are not completed, ASP Membership will be cancelled.

## **CANCELLATION:**

The SBC reserves the right to cancel ASP Membership on the following grounds:

1. If false or misleading information has been provided, in the application or within any other correspondence with the SBC;
2. In the event of breach of these T&C, including the policies and procedures contained within;
3. In the event of failure to pay administrative and service fees.

ASPs have the right to cancel ASP Membership at any time. In order to terminate the contract, email a request to: [info@sacredbirthcentre.org](mailto:info@sacredbirthcentre.org). The ASP's biography page alongside all service listings will be removed within 14 days.

If ASP Membership is cancelled, for whatever reasons, any Administrative Service Fee payments will not be refunded. ASPs remain liable for any outstanding payments owed prior to the cancellation of ASP Membership.

## **POLICIES AND PROCEDURES:**

The SBC has developed a list of policies and procedures to help shape services to a high standard of safety and quality.

Before agreeing to these T&C, ASPs must read and agree to follow the following Policy and Procedures:

1. [The Sacred Birth Centre - Vision, Mission, and Core Values](#)
2. [Listings Procedure for Affiliated Service Providers](#)
3. [Privacy Policy for Affiliated Service Providers](#)
4. [Safeguarding Policy for Affiliated Service Providers](#)
5. [Social Media Policy](#)
6. [Code of Ethics and Conduct](#)

It is also important that ASPs familiarise themselves with the following policies and procedures:

1. [Privacy Policy \(GDPR\)](#)
2. [Terms of Use](#)
3. [Safeguarding Policy](#)
4. [Equity, Diversity, and Inclusion Policy](#)
5. [Complaints Pathway](#)

## **AGREEING TO THESE TERMS:**

The Terms & Conditions for Affiliated Service Providers, alongside all named policies and procedures within these terms, will be emailed to all ASP applicants during the application process.

In order for ASP Membership to be instated, ASP applicants must confirm, via email, they have read and agree to these terms. By doing so, the applicant acknowledges they have entered into contract, under these terms, with the SBC.

Any changes made to these terms will not come into effect until the applicant renews their ASP Membership.

## **HOW TO CONTACT US**

In the event of any questions or concerns relating to these terms, you can contact us by:

1. Completing a contact enquiry form on our website - [www.sacredbirthcentre.org](http://www.sacredbirthcentre.org);
2. Emailing us at - [info@sacredbirthcentre.org](mailto:info@sacredbirthcentre.org); or
3. Writing to us as at - 2-4 High Street, Glastonbury, Somerset, UK, BA6 9DU