



WOODEND CREATIVE WORKSPACE HOT DESK SERVICES APPLICATION FORM

Please circle the package you require;

Full Day (8 Hours) £20.00 per day Desk, Telephone and Internet	Half Day (4 Hours) £10.00 per day Desk, Telephone and Internet
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Call Costs will be charged at the following rates - To Landlines £0.2.5p Peak and £0.2p off Peak. To Mobiles £0.14p Peak and £0.10p off Peak.

Company Name.....

Name.....

Address.....

.....

.....Post Code.....

Telephone Number.....Mobile Number.....

Email Address.....

Please specify what dates you require so we can reserve a desk for you..

Date/s Required	Time from	Time to

Hot Desking is usually only available between 8.30am and 5.00pm. However, should you wish to work outside of these hours please speak to a member of the Woodend Team, you will need to obtain a fob and key from reception at a cost of £30.00 which will be refunded at point of return at the end of your occupancy.

I/We can confirm that we have been issued with Woodend Creative Workspace Hot Desk Services Terms & Conditions of use and agree to abide by these Terms and Conditions

Signed Print.....
Date

Woodend Creative Workspace – Hot Desk

Terms and Conditions

1. The term of the rental is for the dates listed above only.
2. You will be entitled to access the accommodation between 8:30am and 5pm on the days specified or booked on the first page of this agreement.
3. All the Centre and the accommodation remains the sole property of the Creative Industries Centre Trust Ltd. We are giving you no legal estate or interest in it nor any lease, tenancy or legal easement. We are allowing you just the personal right to share the use of the Centre on the specific days listed above.
4. If additional dates are required then a new booking form will be required.
5. We will notify you and provide you with details of the accommodation set aside within the Centre for your use prior to the start date.
6. We will be entitled to vary the accommodation within the Centre at any time.
7. You will allow us, our Landlord (Scarborough Borough Council) and any of our respective agents and employees to enter the accommodation at any time without prior notice in order to carry out any routine inspection, cleaning and maintenance or for any other purpose in connection with the Centre.
8. We will inform you in advance, as a courtesy, of any testing, repair or other works to be carried out unless there is an emergency.
9. You will take good care and use with respect the Centre and all equipment, fixtures and fittings provided in the Centre and you will be liable for any damage caused by you, your employees or any person that you have permitted or invited into the Centre.
10. You will comply with all health and safety and fire regulations.
11. You will be asked to read and sign our fire procedures policy before the commencement of your rental period.
12. You will not use the Centre for anything which is illegal, immoral, dangerous or offensive and you will not carry out any hazardous act or carry on any hazardous trade at the Centre.
13. You will complete money laundering person identification form prior to the commencement of this agreement.
14. You will not do anything which causes or threatens to cause any nuisance, annoyance, damage, disturbance, inconvenience or injury to the service provider or any other occupier of the Centre's accommodation.
15. We are not liable for any additional costs or expenses you may incur or for any loss of business, loss of profits, loss or damage to data, information or records or any third party claims or other consequential loss, including loss as a result of Force Majeure. It is your responsibility to take out your own insurance against such risks.
16. We are not liable for any loss, damage, expense or claim of any kind relating to any other facilities goods or services which you may at any time agree to purchase or hire directly from the service provider or for any failure in relation to any such facilities goods or services.

17. Neither we nor anyone employed by the Creative Industries Centre Trust Ltd will be liable for any loss to you or any other person (including consequential economic loss) for any damage to furniture, equipment or goods in the Centre whether or not the loss or damage is due to any act or omission, negligence or wilful default by Us or by You or by any other person. Any other representations, conditions, warranties and other terms whether written or oral, express or implied statutory or otherwise which are or may be inconsistent with this condition are expressly excluded.
18. We will provide you with one fob to the Accommodation. The key and fob will remain Our property at all times. Any requests for additional keys or fobs will be subject to You paying an additional fee for this.
19. You will not make copies of these keys.
20. If any keys or fobs are lost You will immediately report this to Us. You will be responsible for the costs of replacing the lost key and fobs and for the changing of any locks.
21. You will not transfer this Agreement or any rights to any person. This Agreement is personal to You and is not capable of being transferred or passed on to anyone else.
22. You may not use the Creative Industries Centre address for any post, parcels or deliveries. If any post arrives for you will be charged the Virtual tenant rate.
23. For clients wishing to collect their post from reception, please ensure you bring ID with you. Should you require someone to collect the mail on your behalf, we would ask you to provide them with a signed letter of authorisation.
24. We will greet your clients in the manner of your choosing wherever possible (at our discretion) and take messages on your behalf.
25. We reserve the right to terminate any phone calls or other services in order to protect our staff against abusive behaviour or illegal activities.
26. All Hot Desk tenants will be invited to attend Woodend Creative Workspace's regular networking events.
27. The first day's rent should be paid by cheque along with a deposit which equates to one day's rent.
28. If cancellation occurs within one day of your booking then you will incur the full cost of the booking.
29. Cancellations must be received within 48 hours of the booking.



30. Insurance:

- a. We will not insure any furniture, equipment or goods that You bring into the Centre. Any furniture, equipment or goods brought into the Centre is at Your sole risk and You should maintain Your own contents insurance for this.
- b. You must also obtain and maintain adequate insurance to cover:
 - liability to Your employees
 - liability to third parties.

31. Termination. The Creative Industries Centre Trust Ltd reserve the right to terminate this contract with immediate effect.

32. If the Creative Industries Centre Trust Ltd decides to terminate this agreement you will be notified immediately in writing.

33. On termination you will be required to vacate the premises immediately.

I hereby agree to the above terms and conditions

Signed.....

Date.....