

## **HOT DESK BOOKING CONDITIONS**

### **PERMISSION**

1. Your completed Booking Form, signed by both parties & with all relevant charges paid in advance, grants you use of a single desk space ('Hot Desk') in the Hotdesking area at Venture House (the Centre) for the authorised Booking Period.
2. Hot Desks are available between 9am & 5pm from Monday to Friday only (excluding public holidays).
3. The Booking Period refers to the date period as stated on the Booking Form or as paid for by subsequent payments. A five day booking does not have to be consecutive days and may be used up in half-days (ie either 9am-1pm or 1-5pm) or full days (9am-5pm).
4. A monthly subscription may commence on any day of the month and will end on the prior day of the following month (eg if booking starts on 5 March 2016 it will end on 4 April 2016).
5. A monthly multiple subscription allows no more than three individuals, as named on the Booking Form or as notified in writing to the Centre, to use the Hotdesking area during the Booking Period. The three individuals must be employees of the named business/organisation, or be working for or in collaboration with the named business/organisation for the duration of the Booking Period.
6. Specific Hot Desks may not be reserved & availability will vary due to demand. Stratford-on-Avon District Council (SDC) also reserves the right to transfer you to an alternative Hot Desk within the Centre, subject to reasonable notice except in the case of an emergency.
7. The Hot Desk booking fee includes: VAT, use of table/desk, chair, power, free Wi-Fi, service charges, on-site parking (subject to availability), Cycle Shed & lockers, use of self-service Coffee Bar & Chill Zone (excluding cost of food & beverages), staffed reception, toilets (including disabled) & informal meeting areas.
8. SDC retains control, possession & management of the Hot Desk and all other areas & retains access rights at all times.
9. Access to the Hotdesking Area will not be permitted to anyone with a known criminal conviction.

### **YOUR OBLIGATIONS**

10. You are required to sign in and out at Reception as you come in and out of the building. You must display a valid parking pass in your vehicle windscreen for the duration of your visit to the Centre. Car park passes are available from Reception.
11. You are required to complete a brief induction which will take place prior to or during your first booking.
12. Your booking is conditional on you complying with these Booking Conditions & any Housekeeping Guidelines for the Centre that may be issued from time to time by SDC.
13. You must pay any costs, including legal fees, which SDC incurs in enforcing the Booking Conditions.
14. You are not permitted to transfer this Hot Desk booking to or allow use by another person who is not named on the Booking Form.
15. You are permitted visitors to the Centre by prior arrangement & they must sign in & out at Reception and obtain and display a parking pass if using the car park.
16. Please ensure that the Hot Desk & all communal areas are kept clean, tidy & accessible at all times, placing all waste & recycling in the appropriate bins.
17. You must remove all of your possessions from the Centre at the end of the day, leaving your Hot Desk & locker clean & clear. SDC reserves the right to clear any items left in lockers at the end of the day & you must pay the cost of replacing any key you lose or of changing locks if required.
18. Good care must be taken of all parts of the Centre, its equipment, fittings, furnishings & utilities, with no alterations or additions being permitted. You are liable for any damage caused by yourself or your visitors to the Hot Desk, all other areas of the Centre or any neighbouring property, or any property belonging to SDC & its utility providers, other users of the Centre or any neighbouring property.
19. Under no circumstances are you permitted to use Venture House as your business or registered office address. Venture House will not accept any post/correspondence or postal deliveries on behalf of your organisation or its collaborators.
20. You are not permitted to display adverts, signs or merchandise from the Centre without relevant permission.
21. You shall not use the name, trademark or intellectual property of Venture House without prior written consent of SDC.
22. Mobile phones & headphones are permitted but you must be considerate of other users. You must not make an unreasonable level of noise & must respect other users' privacy & convenience at all times.
23. You must not do anything illegal or which may be or become a nuisance or annoyance to SDC, to other users or to any neighbouring property.
24. You must not do anything which will or might weaken or destroy the legal effect of any insurance held by SDC in respect of the Hot Desk & the Centre.
25. You are responsible for insuring your equipment against loss, theft, damage & other usual risks.
26. You must indemnify SDC & keep SDC indemnified against any loss or liability they incur as a result of your use of the Centre &/or your breach of these Booking Conditions.
27. You are asked to adhere to the smoke-free policy that the Centre operates across the site.
28. Animals are not permitted in the Centre, with the exception of assistance dogs.
29. Small quantities of printing and copying are available free of charge, however larger amounts will incur a charge.

### **TERMINATION/CANCELLATION**

30. This booking shall end on expiry of: the date period paid for either on the Booking Form or by a subsequent payment; or any notice given by SDC to you in respect of any breach by you of the Booking Conditions; or not less than 24 hours notice given by SDC to you or by you to us, whichever occurs first.
31. Should you need to cancel, your booking fee is non-refundable.
32. Every endeavour will be made by SDC to fulfil your booking, however SDC retains the right to cancel any booking should the need arise, in which case SDC's liability will be limited to the refund of monies paid in respect of the booking or element of booking cancelled.

### **LIMITATION OF SDC'S LIABILITY**

33. SDC is not liable for: the death of, or injury to, you or your visitors to the Centre; or damage to any of your or your visitors' property save that nothing in this Booking Form shall limit or exclude our liability for: death or personal injury or damage to property caused by negligence on the part of SDC or their employees or agents; or any matter in respect of which it would be unlawful for SDC to exclude or restrict liability.

### **THIRD PARTY RIGHTS**

34. A person who is not a party to this Booking Form shall not have any rights under the Contract (Rights of Third Parties) Act 1999 to enforce any term of this Booking Form.