



ANTROBUS HOUSE

Business Centre

ANTROBUS HOUSE LTD TERMS AND CONDITIONS

1. Introduction

Antrobus House Ltd provides the following services:

- Serviced Offices
- Dedicated Desks in a Co-Working Office
- Mail Accommodation
- Registered Office

2. Terms and Conditions for Services

All clients and tenants will be required to agree and sign our relevant terms and conditions for the service they are receiving. See below for further details.

3. Payments and Invoices

- Invoices are raised using the software package Xero and emailed to clients and tenants.
- All payments for services are to be made in advance via direct debit. Payments are collected a month in advance on or around the first of each month, unless arranged otherwise and agreed in an email.
- If you join Antrobus House part way through the month, the first direct debit collection will be for the remainder of the month you joined and an advance payment for the rest of the following month. For example, if you joined part way through January, your first collection would be on the 1st of February to include both January and February services.

Antrobus House Ltd

18 College Street, Petersfield, Hampshire, GU31 4AD 01730 234500

Antrobus House is a limited company registered in England, number 05700055. VAT registration number 876 7894 40

www.antrobushouse.co.uk

info@antrobushouse.co.uk



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Terms and Conditions for a Tenant Leasing a Serviced Office

THIS LICENCE is made **BETWEEN ANTROBUS HOUSE LIMITED** trading as **ANTROBUS HOUSE BUSINESS CENTRE** at Antrobus House, 18 College Street, Petersfield, Hampshire, GU31 4AD (hereinafter called “Antrobus House”) and the tenant (hereinafter called “the Licensee”).

WHEREAS Antrobus House carries on business in the provision of short term office accommodation and services and is willing to permit the Licensee to occupy a room at Antrobus House aforesaid (hereinafter called “the property”) and to carry on business there upon the terms set out below.

IT IS AGREED as follows:-

1. THE LICENSEE shall have full right under licence to enter upon and occupy such room as may be designated by Antrobus House from time to time for the purpose of carrying on business there by the Licensee.
2. THE LICENSOR shall supply and THE LICENSEE shall pay to Antrobus House for accommodation and other services as detailed in Schedule A, at the property a fee of **£XXXXXX** plus Value Added Tax per month, payable in advance upon receipt of the invoice. Licence Fees will normally be reviewed no more than once per calendar year unless otherwise agreed and licensees will be notified of any changes in the fees and given at least **one month’s** notice of such changes, which will normally take effect from each January.
3. THE TERM of the Licence shall commence on (TBC) and shall continue until termination by either party giving not less than 3 calendar months’ notice at any time but otherwise upon the terms of this agreement.

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4. THE LICENSEE shall pay further fees for clerical or other office services provided on a monthly basis in accordance with the rates notified to the Licensee from time to time.

5. THIS LICENCE shall not be assignable and the Licensee may only occupy each room with a maximum number of employees as designated on the front of this agreement. The LICENSEE will notify Antrobus House of all personnel normally working at the premises and any changes to such personnel. Licensees are responsible for any visitors to their offices, visitors must be accompanied at all times by representatives of the Licensee and made aware of the fire regulations.

6. THE LICENSEE shall not in any way impede or obstruct the rights of Antrobus House in respect of the property but shall render to Antrobus House such assistance (other than the expenditure of money) and co-operation as Antrobus House may require in connection with the smooth running of the property and the business carried on there and Antrobus House shall use its reasonable endeavours to ensure that the activities of other Licensees do not impede the carrying on of the business of the Licensee.

7. THE LICENSEE shall during the continuance of this Licence pay all charges and assessments in respect of the property as are payable by an occupier of property (such amounts being fully covered by the fees listed in paragraph 2 above) and shall maintain the fixtures and fittings of the property used by the Licensee in tenable condition making good any damage caused to the room or its furnishings or equipment (fair wear and tear and damage by accidental fire excepted) and shall pay and discharge all accounts rendered to the Licensee for telephone services used or consumed by him in connection with the property and the business. The Licensee shall pay for all telephone lines for their exclusive use and shall pay for the removal of such installations on departure.

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The Licensee shall pay for any costs incurred for additional IT support which are required over and above the standard active/live Ethernet ports that are to be made available by the Licensor.

8. THE LICENSOR or his Agent has the right at all times to enter the room with reasonable notice to inspect its condition carry out maintenance work install or replace furniture or for any other reasonable purpose.
9. THE LICENSEE shall be given a key to the main door of the building and on leaving the building at the end of each day the Licensee shall ensure that such door is locked unless the Licensee has ensured that there are other persons in the building. This is a collective responsibility as well as individual and management cannot accept responsibility for consequences of carelessness.
10. THE LICENSEE shall as to the room occupied by the Licensee from time to time take all proper precautions against fire and in particular will not use any heating or electrical appliance in the room which shall not first be approved by Antrobus House such approval not to be unreasonably withheld. The Licensor runs a no smoking policy within Antrobus House.
11. THE LICENSEE shall conduct business in the property in such a way as not to be a nuisance or annoyance to any other Licensee of Antrobus House or the business interests of Antrobus House.
12. THE LICENSOR shall insure all fixtures and fittings supplied and the Licensee has responsibility for all other contents and must insure any contents that are brought into or left in the building. A copy of the current insurance held by the Licensee to be made available to the Licensor upon request.

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13. THE LICENSEE shall as to the room occupied by the Licensee be responsible for ensuring Health and Safety requirements are met in accordance with current regulations.

14. THIS LICENCE may be terminated as aforesaid or:-
 - (a) if the Licensee becomes bankrupt or has a receiving order made against him or enters into any composition or arrangement with creditors generally
 - (b) if the Licensee enters into liquidation whether compulsory or voluntary other than for the purpose of reconstruction.
 - (c) if the Licensee suffers any execution to be levied upon his goods on the property
 - (d) if the Licensee dies or ceases trading

15. NOTICES given under this agreement shall be in writing and shall be sufficiently served if delivered or posted by recorded delivery post to Antrobus House Ltd at Antrobus House, 18 College Street, Petersfield, Hampshire and the Licensee at the property or any other address given by him to Antrobus House Ltd and accepted by Antrobus House Ltd for this purpose and notices shall be deemed to be received on the actual date of delivery if serving by hand or two working days after posting if served by post.

16. THE LICENSEE acknowledges that it is understood and accepted that this Licence does not give and is not intended to give the Licensee a tenancy to which the Landlord and Tenant Act 1954 could apply.

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SCHEDULE A

Antrobus House fees are inclusive of:

- ❖ Office rent & Business Rates
- ❖ Property Insurance, excluding occupants' own contents
- ❖ Equipment/furniture provided by Antrobus House Ltd (if needed)
- ❖ 24-hour access
- ❖ Cleaning and rubbish collection
- ❖ Electricity & gas and water/waste water
- ❖ Car parking space – as specified in the agreement – if available.
Please note that parking spaces are at a premium in the Antrobus House car park. Other local car parks are available. All spaces are provided on a flexible basis and licensees are requested to cooperate in ensuring that Antrobus House Ltd is kept fully aware of comings and goings. Licensees who have paid for a space will always have first and overriding priority to their specific spaces. During normal working hours, if your reserved space is occupied upon arrival, please inform us and we will try to resolve the problem without delay. Outside working hours, there is rarely an issue with spaces in the car park, so please park in any available space and inform us of the issue.
- ❖ Secure incoming post locker and collection of stamped mail
- ❖ "Normal" usage wireless Broadband – shared use of our 200MB broadband line (see below*)
subject to continuous supply from the Broadband supplier
- ❖ Repairs/Renewals/Building Maintenance/including replacement handsets if supplied by Antrobus House
- ❖ Use of Common Areas
- ❖ Tea & Coffee/Kitchen facilities
- ❖ Grounds maintenance and upkeep

Antrobus House fees exclude:

- ❖ Outgoing landline calls (please ask about handsets and call charges)
- ❖ Dedicated land and/or fax lines, broadband access etc*
- ❖ Outgoing Postage
- ❖ Secretarial Services
- ❖ Photocopying/Faxing/Printing
- ❖ Stationery
- ❖ Additional Car Parking

- * If the Licensee is an internet business, if they use Skype phones extensively, require a dedicated broadband connection for any other reason or whose use of the inclusive broadband provided has a detrimental impact on response times for themselves or other Antrobus House broadband users, please discuss this with Antrobus House Ltd management. In such circumstances, the Licensee will normally have to arrange a broadband appropriate to their individual circumstances. Minimum contract periods are usually 12 months. This will be contracted and billed direct to the Licensee by the supplier. The Licensee remains responsible for the minimum period, even if they are no longer occupying a room or rooms in Antrobus House. Antrobus House Ltd itself cannot guarantee service levels or delivery times if additional bandwidth is required but will make reasonable efforts to assist the Licensee in organising this service.

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Terms and Conditions for a Tenant Leasing a Desk in a Co-Working Office

Special Terms for Co-Working desks – Tenants who have a dedicated desk or desks in a shared office may occasionally be asked to relocate to a different desk in Antrobus House for logistical reasons. Antrobus House will try to keep such occurrences to a minimum and will always consult with the individuals concerned and allow a reasonable amount of notice (minimum 2 weeks).

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18. THE LICENSOR shall supply and THE LICENSEE shall pay to Antrobus House for accommodation and other services as detailed in Schedule A, at the property a fee of **£XXXXXX** plus Value Added Tax per month, payable in advance upon receipt of the invoice. Licence Fees will normally be reviewed no more than once per calendar year unless otherwise agreed and licensees will be notified of any changes in the fees and given at least **one month’s** notice of such changes, which will normally take effect from each January.
19. THE TERM of the Licence shall commence on (TBC) and shall continue until termination by either party giving not less than 3 calendar months’ notice at any time but otherwise upon the terms of this agreement.

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20. THE LICENSEE shall pay further fees for clerical or other office services provided on a monthly basis in accordance with the rates notified to the Licensee from time to time.

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22. THE LICENSEE shall not in any way impede or obstruct the rights of Antrobus House in respect of the property but shall render to Antrobus House such assistance (other than the expenditure of money) and co-operation as Antrobus House may require in connection with the smooth running of the property and the business carried on there and Antrobus House shall use its reasonable endeavours to ensure that the activities of other Licensees do not impede the carrying on of the business of the Licensee.

23. THE LICENSEE shall during the continuance of this Licence pay all charges and assessments in respect of the property as are payable by an occupier of property (such amounts being fully covered by the fees listed in paragraph 2 above) and shall maintain the fixtures and fittings of the property used by the Licensee in tenable condition making good any damage caused to the room or its furnishings or equipment (fair wear and tear and damage by accidental fire excepted) and shall pay and discharge all accounts rendered to the Licensee for telephone services used or consumed by him in connection with the property and the business. The Licensee shall pay for all telephone lines for their exclusive use and shall pay for the removal of such installations on departure.

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24. THE LICENSOR or his Agent has the right at all times to enter the room with reasonable notice to inspect its condition carry out maintenance work install or replace furniture or for any other reasonable purpose.
25. THE LICENSEE shall be given a key to the main door of the building and on leaving the building at the end of each day the Licensee shall ensure that such door is locked unless the Licensee has ensured that there are other persons in the building. This is a collective responsibility as well as individual and management cannot accept responsibility for consequences of carelessness.
26. THE LICENSEE shall as to the room occupied by the Licensee from time to time take all proper precautions against fire and in particular will not use any heating or electrical appliance in the room which shall not first be approved by Antrobus House such approval not to be unreasonably withheld. The Licensor runs a no smoking policy within Antrobus House.
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Antrobus House fees exclude:

- ❖ Outgoing landline calls (please ask about handsets and call charges)
- ❖ Dedicated land and/or fax lines, broadband access etc*
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- ❖ Secretarial Services
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Mail Accommodation Terms and Conditions

1. Mail Accommodation

We will handle all your incoming mail, which will be kept in a secure dedicated locker. A key will be given to you together with the code for the back door to access the building to collect your post.

2. Charges

The monthly fee is £35 + VAT. The first month is payable in advance by either cash or bank transfer. You are required to pay future invoices by Direct Debit, a form is enclosed for you to complete and return as soon as possible. Invoices will be rendered monthly in advance and emailed to you.

If payment is not received, we reserve the right to discontinue the service provided until the outstanding account is settled. We do occasionally have special offers – please call us or refer to our website for details.

3. Liability

Antrobus House accepts no liability for your activities whilst providing business services to you. Please ensure that your customers, agents and suppliers are made aware that you use this address for contact purposes only and that you are not trading as an agent, either contracted or implied, of Antrobus House.

4. Termination of the contract

We will require one months' notice for termination of the contract.

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5. Other Matters

You undertake to use this Mail Accommodation Service only for genuine legal business purposes. It is intended as a service of convenience for you and not as a means of protecting your personal or business identity. We reserve the right to disclose such details that we hold to the authorities (e.g. HMRC, local authority, police etc.) if reasonably requested to do so. We reserve the right to cease this service without notice if we believe that not to do so might harm our business reputation or that of other clients. You also undertake to inform us on a timely basis of any significant changes in your circumstances, including but not limited to criminal charges, County Court Judgements, Individual Voluntary Arrangements, Bankruptcy and similar circumstances.

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know.

We undertake to look into any complaint carefully and promptly and do all we can to explain the position to you. If we have given you a less than satisfactory service we undertake to do everything reasonable to put it right and if you are still not satisfied, you may of course take up matters with the director.

Our service fees will be revised annually.

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Registered Office Terms and Conditions

1. Mail Accommodation

We will handle all your incoming mail, which will be kept in a secure dedicated locker. A key will be given to you together with the code for the back door to access the building to collect your post.

2. Charges

The annual fee is £95 + VAT (£5 + VAT per additional Limited Company), payable in advance by either cash or bank transfer. You are required to pay future invoices by Direct Debit.

If payment is not received, we reserve the right to discontinue the service provided until the outstanding account is settled. We do occasionally have special offers – please call us or refer to our website for details.

This fee is waived when included with the Mail Accommodation Service

3. Liability

Antrobus House accepts no liability for your activities whilst providing business services to you. Please ensure that your customers, agents and suppliers are made aware that you use this address for contact purposes only and that you are not trading as an agent, either contracted or implied, of Antrobus House.

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