



Registered Charity 1157806

Dated xxxxxxx 2020

Grange Park Centre

and

A.N. Other

OFFICE FACILITIES AGREEMENT

relating to

The Arc Community Hub
22 Knox Road
Loughborough
LE11 2UP



Registered Charity 1157806

THE PARTICULARS

Date of this Agreement: **xxxx**

The Charitable Organisation: Grange Park Centre
The Arc Community Hub
22 Knox Road
Loughborough
LE11 2UP

The User:

Company (+ reg no) and Address
or individual name and address
xxxxxx
xxxxxxxxxxxxx
xxxxxxxx
xxxxxxxx
xxxxxxxx
xxxxxxxx

Number of Desk Spaces: **1**

The Building: The Business Hub Room, The Arc Community Hub

Duration of Agreement: From the Date of this Agreement, for a period of 6 months.

Office Facilities Charge: £150 per month

Method of Payment: Monthly in advance on the first day of the month.



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Deposit:	A £150 deposit, refunded at the end of the agreement following safe return of keys and office furniture where appropriate.
Early Termination Rights:	By agreement
The Permitted Hours:	0800 - 1800hrs Mon to Fri

TERMS

1. The Charity will provide to the User the Number of Desk Spaces referred to in the Particulars for the duration of this Agreement against payment by the User of the Office Facilities Charge specified in the Particulars by the Payment Method so specified
2. The Desk Spaces will be provided within the building but subject to such constraints the Charity may locate the Desk Spaces in such configuration as the Charity shall in its absolute discretion decide and may from time to time change such location on not less than fourteen days prior notice to the User, after consultation with the User. The space shall however always be located within the same room
3. Each desk space subject to this Agreement shall entitle the User to:-
 - 3.1 A good quality desk and chair and pedestal filing cabinet
 - 3.2 Location of such desk space within a room (which may be shared with others) artificially lit and adequately carpeted heated ventilated and decorated
 - 3.3 Use of toilet washing and kitchen facilities
 - 3.3a The right to be connected to a Broadband facility at nil charge
 - 3.5 The right to pass and repass through the entrance hall/corridors within the building for the purpose of obtaining access to or egress from the desk spaces within the permitted hours
 - 3.6 The right to pass and repass over the footpaths and roadways within the Community centre site for the purpose of obtaining access to and egress from the building subject to the right of the Charity (acting reasonably) to



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restrict or designate the route or routes which the User may take for this purpose within the permitted hours

4. **The Charity shall:**

- 4.1 Provide the desk space within the Building and make available to the User the rights and entitlements specified in clause 3 above
- 4.2 Keep the Building adequately maintained, cleaned, repaired, decorated heated and lit
- 4.3 Provide adequate facilities for the removal of paper waste and rubbish
- 4.4 Pay the business rates water rates and other outgoings due in respect of the Building
- 4.5 Insure the Building (but without being under any liability to the User for reinstatement)
- 4.6 Provide access to the community centre car park, but no allocated parking space. Parking will be dependent on availability
- 4.7 Provide a lockable postbox for storing letters and small parcels addressed to you at The Arc Community Hub. This will be accessible within the business hub area during the specified access hours.

5. **The User must:**

- 5.1 Pay the Office Facilities Charge monthly via BACs to:

Account Name : Grange Park Centre
Bank : Lloyds Bank, 37-38 High St, Loughborough, LE11 2QG.
Sort code : 30-65-85
Account : 41233868

- 5.2 Pay interest on any late payment at 4% per annum above the base rate of the Grange Park Centre's Bankers for the time being
- 5.3 Ensure the entrance door to the business hub room is secured at all times using the digi-lock. Keep the digi-lock code confidential. If you are the last person to leave for the day, ensure that the key is used to lock the door.



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- 5.4 Secure the main entrance door to the building on entry/exit
- 5.5 Ensure external windows are secured when exiting the business hub room
- 5.6 Leave shared areas and facilities clean and tidy
- 5.7 Allow Grange Park Centre Charity to PAT test all electrical equipment that will be used on site
- 5.8 Demonstrate proof of sufficient public liability insurance.
- 5.9 Be considerate of other users in the business hub. We would ask for phone calls with the business hub to kept to a minimum and if necessary leave the room or book a small meeting room for long conference calls.
6. **The User must not:**
 - 6.1 Assign transfer or sub-let the User's rights under this Agreement
 - 6.2 Be in or about the Building or use the desk space outside the Permitted Hours
 - 6.3 Damage the Building or any of the Charity's property in the Building, the facilities in the Building and the furniture provided for the User
 - 6.4 Leave rubbish or refuse anywhere other than in the receptacles provided
 - 6.5 Enter other rooms in the building or disturb other activities that may be taking place in The Arc Community Hub
 - 6.6 Eat food with strong odours at your desk.
7. This Agreement may be terminated early:-
 - 7.1 By the Charity on one month's notice without showing cause
 - 7.2 By the Charity forthwith or on such notice as it thinks fit if the User shall be in material or persistent breach of its obligations under this Agreement
 - 7.3 By the User on one month notice without showing cause



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- 7.4 By the User in the special circumstances defined under Early Termination Rights (if any) in the Particulars

- 8. Notices under this Agreement shall be sent to the Charity at its address and to the User at the address for the User stated in this Agreement or such other address as the User shall specify. Notices may be hand delivered or sent by ordinary post and shall be deemed delivered on the second business day following the date of posting

- 9. The Charity may:-
 - 9.1 Enter the room in which the desk space is located at any time for the purposes of inspection or for any other reasonable purpose
 - 9.2 Permit other people to occupy desks in the same room and/or occupy desks there itself
 - 9.3 On reasonable notice relocate the desk space temporarily to allow repairs alterations or other works and decoration to be carried out

AS WITNESS the hands of the authorised representatives of the parties

SIGNED on behalf of the Charity

SIGNED on behalf of the User