

Matchworks Office Licence

The Property

Licence for the use of office accommodation at The Property.

DATE The _____ day of _____ 2_____

1 The **Licensor** is Urban Splash Work Limited whose registered office is Timber Wharf, 16-22 Worsley Street, Manchester M15 4LD (Company Number 2076610).

2 The **Licensee** is _____

[whose registered office is at _____

(Company Number _____)]

[whose address is _____

_____]

3 The Unit is unit(s) _____
or such other unit(s) that the Licensor may require the Licensee to occupy under Clause 14.

4 The **Licence Fee** is £ _____ per calendar month (exclusive of Value Added Tax).

5 The Licence Fee must be paid in advance on the 1st day of every month and will be increased on the 1st day of March in each year to such amount as the Licensor shall specify and the deposit will also be increased to equal the licence fee inclusive of VAT.

6 The Licence Fee begins to be paid on _____ and the first payment of £ _____ must be paid on the date of this Licence. In future Licence Fees must be paid by direct debit.

7 On the date of this Licence the Licensee must pay a Deposit of £ _____. The Licensor will repay the Deposit to the Licensee once the Licensee has vacated the Unit at the end of the period of this Licence (however it ends) but less deductions properly made by the Licensor to cover any unpaid Licence Fees and the actual or anticipated costs of remedying any breaches of the Licensee's Obligations under this Licence.

8 The **Permitted Use** of the Unit is as Offices.

9 The Common Areas are the landscaped areas, forecourt and estate roads.

LICENCE

10 The Licensor grants to the Licensee the following rights:

- The right to use the Unit for the Permitted Use at the Licence Fee
- The right with others to use the Common Parts but the Licensee must use them in a reasonable manner in accordance with any regulations made from time to time by the Licensor.
- The right to park _____ cars at the Property in such spaces as the Licensor may allocate from time to time in writing but the Licensee must use them in a reasonable and proper manner in accordance with any regulations made from time to time by the Licensor

LICENSEE'S OBLIGATIONS

- 11** The Licensee's Obligations to be observed throughout the period of this Licence are:
- 11.1** to pay the Licence Fee immediately it falls due without any deduction or set off by direct debit to the Licensor's bank account
 - 11.2** to pay any Value Added Tax chargeable on the Licence Fee and any other sums payable under this Licence at the same times as the sum on which it is charged
 - 11.3** to pay interest on any Licence Fee or other sum payable under this Licence which is not paid on the date it should have been paid (both before and after any court judgment) at 4% above the National Westminster Bank plc base rate for the period from the date it should have been paid until payment
 - 11.4** any payments returned unpaid will incur an administration charge of £25 plus VAT
 - 11.5** to pay all charges for all business rates, water rates, gas, electricity, telephone and similar services consumed in the Unit
 - 11.6** not to overload the electrical supply in the Unit
 - 11.7** to use the Unit carefully and not to damage the same, but to keep the Unit in a neat, clean and tidy condition
 - 11.8** to decorate the Unit to the Licensor's reasonable satisfaction as often as the Licensor reasonably requires
 - 11.9** to comply with all legislation applicable to the Licensee's use of the Unit and not to do anything which may result in a statutory requirement arising for work to be carried out in the Unit or any other premises of the Licensor
 - 11.10** not to make any alterations or additions to the decoration structure or services of the Unit unless the Licensor agrees and to remove any unauthorised alterations and additions on demand. The Licensee will put the Unit back to its original condition at the end of the period of this Licence (however it ends)
 - 11.11** not to display any signs, posters, advertisements etc inside or outside of the Unit without the Licensor's permission
 - 11.12** to use the Unit only for the Permitted Use and to notify the Licensor immediately if the Licensee ceases to occupy the Unit at any time during the period of this Licence
 - 11.13** not to do anything which is a nuisance or annoyance to the Licensor or to the owners or occupiers of any adjoining or neighbouring premises or use the Unit for any illegal or immoral purpose or hold an auction or public exhibition or public or political meeting in the Unit
 - 11.14** not to bring any pets into the Unit or into the property
 - 11.15** not to allow any other person firm company or organisation to occupy or use the Unit or any part of it
 - 11.16** not to do anything which may invalidate any insurance policy relating to the Unit or other premises of the Licensor or which may increase the premiums for such insurance
 - 11.17** not to impede the Licensor in any way in exercising its rights of possession and control of the Unit and in particular to allow the Licensor to enter the Unit at any time (with anyone else authorised by the Licensor) to carry out inspection, maintenance and repairs and for all other reasonable and proper purposes
 - 11.18** at the end of the period of this Licence (however it ends) to give vacant possession of the Unit to the Licensor in the condition required by this Licence and to remove from the Unit the Licensee's goods fixtures and fittings including signs and make good all damage caused to the Unit by their removal and leave the Unit in a tidy condition free of rubbish
 - 11.19** to pay an administration fee of £150 plus Value Added Tax if the Unit is not left in the state and condition required by this Licence at the end of the period of this Licence (however it ends)

LICENSEE'S GOODS IN THE UNIT

- 12**
- 12.1** All goods, stock, fixtures and fittings, personal or other belongings of the Licensee are left in the Unit at the risk of the Licensee.
 - 12.2** If the Licensee leaves any goods in the Unit at the end of the period of this Licence (however it ends) the Licensee authorises the Licensor to sell those goods on behalf of the Licensee. The Licensor shall account to the Licensee for the proceeds less the Licensor's reasonable expenses.

TERMINATION OF LICENCE

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13.1 The Licensor or the Licensee can bring this Licence to an end at any time by giving to the other not less than one calendar months' prior notice in writing to expire at the end of a calendar month. All payments due to the Licensor must be paid on the date the Licence comes to an end. Ending the Licence will not release the parties from their accrued liabilities down to that date.

13.2 The Licensor may terminate this Licence immediately by re-entering the Unit (or part of it as if entering the whole) if:

- any Licence Fee or other sums are overdue by seven days or more (whether or not demanded) or
- if any of the Licensee's Obligations under this Licence are not performed or observed and on re-entering this Licence will end but the Licensor will retain any accrued rights in respect of any breaches of the Licensee's Obligations.

TRANSFER OF OCCUPANCY

14 The Licensor may require the Licensee to transfer his occupancy of the unit(s) to other unit(s) within the property at any time by giving to the Licensee not less than 14 days' prior notice in writing, in which case the terms of this Licence will apply to those other unit(s).

GENERAL PROVISIONS

15 Any notice relating to this Licence or to the Unit must be in writing and signed by or on behalf of the person giving it and must be sent by first class post, registered post or recorded delivery and addressed to or personally delivered to:

15.1 If served on the Licensee, the address specified at the beginning of this Licence or the Unit

15.2 If served on the Licensor, its registered office or any other address the Licensor has notified to the Licensee in writing.

THE LICENSOR AND LICENSEE AGREE THAT

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16.1 the Licensee will not have any rights over any property of the Licensor or the benefit of any obligations on the part of the Licensor except as set out in this Licence

16.2 where a party to this Licence comprises two or more persons they are responsible for all their obligations both jointly and severally

16.3 where this Licence obliges the Licensee not to do something the Licensee is also obliged not to permit it to be done by any person under the Licensee's control

16.4 this Licence is personal to the Licensee and is not capable of assignment transfer or disposal in any way

SIGNED BY OR ON BEHALF OF THE LICENSOR

SIGNED BY OR ON BEHALF OF THE LICENSEE

LICENSEE'S CONTACT DETAILS

Contact name _____

Contact / invoice address _____

Telephone number _____

Fax number _____

Email address _____

PAYMENTS

Cheque received for £ _____

Direct Debit mandate received [YES/NO] _____