



Licence

Licensor ("We", "Our" or "Us")

Pure Offices Ltd
St. Catherines House
Oxford Square
Oxford Street
Newbury
RG14 1JG

Licensee ("You" or "Your")

Name:
Address:

Centre:

Telephone:
Mobile:
Email:

Office Unit(s):

Permitted Use: Office

Invoicing Address (If Different)
Name:
Address:

Parking Spaces:

Licence Fee:

Deposit Paid:

Telephone:
Mobile:
Email:

Licence Start Date:

Licence Termination: One months written notice by either party.

We are Pure Offices Ltd and are entering into this agreement on behalf of HXRUK (KP Dev) Ltd, the owner of Pure Offices, Kembrey Park, Swindon, SN2 8BW. By signing this agreement You confirm that You have read, understood and agree to abide by the conditions set out overleaf, and the Licensees Hand Book.

Our Signature:

Your Signature:

Name:

Name:

Date:

Date:

Pure Offices Licence Conditions

- 1) **We authorise You** to occupy the Office Unit (s) and the number of spaces in the Car Park specified in this agreement (subject to availability and on a non exclusive basis), for the Permitted Use, from the Licence Start Date until the Licence is terminated in accordance with the provisions below, and strictly on the basis that no tenancy will be created by this arrangement. We are not giving You an interest in the property, just the right to share with Us the use of such parts of the Pure Office Building as We designate for Your use and occupation from time to time. The agreement is personal to You and cannot be transferred, assigned or disposed of to anyone else or shared with anyone else.
- 2) **You have agreed** to pay the Licence Fee monthly in advance by Direct Debit on or about the 1st day of the month. You will also pay for any other fixed or variable service fees due (telephones, broadband, electricity, furniture etc). You have also agreed to pay Business Rates for the Office Unit(s) You occupy either direct to the council when demanded, or to Us if We have already paid the Business Rates for Your Office Unit(s). All sums specified in this agreement are exclusive of VAT and You have agreed to pay VAT properly payable on any sum due under this agreement.
- 3) **You will pay** a Deposit equivalent to 1.5 months Licence Fee prior to or on the Licence Start Date which will be held as security for all obligations owed to Us, and which We may draw upon at any time in order to meet those obligations.
- 4) **At the start** of the Licence We will agree the condition of the Office Unit(s) with You, together with the fixtures, fittings, any furniture and/or equipment We supply You with. When the Licence terminates, You will need to hand back the Office Unit(s) in the same condition. You will need to hand back the fixtures, fittings, any furniture and/or equipment in good condition, fair wear and tear accepted.
- 5) **You are responsible** for cleaning and maintaining the inside of the Office Unit(s) in good condition, insuring Your equipment and goods, and for the health and safety of Your employees and visitors.
- 6) **We are responsible** for maintaining, insuring and repairing the remainder of the Pure Office building (other than any Office Unit), the electrical, light and data circuits within the Office Unit(s), and keeping the car park and landscaped areas in a good, clean and tidy condition. We will also dispose of normal trade refuse from the external skips and regularly clean the outside of the windows.
- 7) **You must not** make any alterations to the Office Unit(s) the fixtures and fittings or to the electrical, light or data circuits in the Office Unit(s).
- 8) **You must comply** with all relevant laws and regulations in the conduct of Your business, and do nothing illegal. You must not do anything that might interfere with the use of the Pure Office Building by Us or others, cause any nuisance or annoyance, and comply with Our house rules which We impose on users of the building whether for reasons of health and safety, fire precautions or otherwise. You must not use the Office Unit(s) for any other use than the Permitted Use and must comply with all requirements and conditions of any insurance policies relating to the Office Unit(s).
- 9) **You must not** bring or keep animals on the premises without the written consent of the manager; smoke in the building or within 10 metres of the external walls of the building; display signs or items in the external or corridor windows of the Unit(s); modify or alter Our wiring and data cabling installations; or change the lock to the Units(s).
- 10) **We can enter** into your Unit(s) at any time. However, as a matter of courtesy, We will try to inform You in advance when We need access for maintenance, repair or works other than routine inspection. We will also respect security arrangements and Your business confidentiality.
- 11) **We may increase or reduce** Your Licence Fee on the anniversary of Your Licence, on giving You one month's notice in writing. Following the notice period, the Licence Fee will be the amount shown in the notice. We will assess Your Licence Fee to be a fair reflection of the cost to Us of supplying You with the Office Unit(s) and services. We may increase or reduce other service costs at any time on giving You one month's notice. In all cases We aim to be as competitive as possible and offer excellent value for money.
- 12) **We will not be liable** for any death, injury, loss or damage of any sort suffered by You. We strongly advise you to insure against all such potential loss, damage, expense or liability.
- 13) **If You do not pay Us** when the Licence Fee or any other sum is due, We will charge You a late payment fee of £25 plus 2.5% of the amount outstanding. We will not re-present Direct Debit mandates if they fail, but will request Cash or Credit or Debit Card payment to clear the debt within 5 working days of the due date.
- 14) **We may terminate** this agreement with immediate effect if You fail to pay Your Licence Fee or any other sums that You owe Us, become Insolvent or go into Liquidation; if You breach any of the terms of this agreement and fail to rectify the breach immediately after We have given You notice; or if Your conduct or that of someone at the Pure Office Building with Your permission or at Your invitation is incompatible with ordinary office use. If We terminate this agreement for any of the above reasons, You are still liable to Us for any outstanding obligations under the terms of the agreement.
- 15) **You agree to indemnify Us** against any losses, damages, costs, expenses, liability and claims resulting from Your occupation and use of the Office Unit(s) and the Car Park or any breach of this agreement.
- 16) **To terminate this agreement** either You or We can serve at least one month's written notice on the other, to expire on the last day of the month and then this agreement will terminate. All Licence Fees and other service charges and other sums must be paid in full up to the termination date and cannot be offset against Your deposit. Terminating the Licence does not allow You to avoid Your obligations under this Licence.
- 17) **We will return Your Deposit** within 2 months of the termination date, less any deductions properly made to remedy any breach by You of the terms of this agreement and any charges to cover the cost of rectifying defects or equipment in Your Office Unit(s), any time taken to complete the rectifications, and any money You owe Us.