

Creative Spark Hot-desk & Co-working Facilities Application Form



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| <p>Definition of Hot-desking Share the light, airy, vibrant office space with the Creative Spark residents on a part time or ad hoc basis. A nice change from working from home or in a café.</p> | <p>Definition of Co-working This is a longer-term option, allowing you to create a regular working space within our friendly working environment.</p> |
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| Package | Rate |
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| Drop In Hot-desk Full day (8 Hours) | €15 (inc. vat) per day (9.00 to 5.00) Includes desk, locker and Wi-Fi |
| Drop In Hot-desk Half day (4 Hours) | €8 (inc. vat) per half-day (9.00 to 1.00 or 1.00 to 5.00) Includes desk, locker and Wi-Fi |
| Dedicated Co-working Desk (monthly) | €184.50 (inc. vat) per month 9.00 to 5.00 pm Monday to Friday Includes dedicated desk, chair, lockable pedestal storage, Wi-Fi, postal address service, access key and fob. |

Access to Hot-desking and Co-working space is usually only available between 9.00am and 5.00pm. Access is not available on Public Holidays. However, should you wish to work outside of these hours please speak to a member of the Creative Spark team about 24/7 access arrangements.

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| Contact name: | |
| Company name: | |
| Address: | |
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| Telephone: | Mobile: |
| Email address: | |
| Please state which package you require: | |
| Start date: | End date: |

Creative Spark – Hot-Desk & Co-Working

Terms and Conditions of Hire

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| 1 | The term of the hire is for the dates listed above only to the person specified as the Hirer. |
| 2 | You will be entitled to access the accommodation between 9.00am and 5pm on the days specified or booked on the first page of this agreement. |
| 4 | All of the centre and the accommodation remains the sole property of Creative Spark Ltd. We are giving you no legal estate or interest in it nor any lease, tenancy or legal easement. We are allowing you just the personal right to share the use of a hot-desk or co-working desk on the specific dates listed above. |
| 5 | If additional dates are required then a new booking form will be required. |
| 6 | We will notify you and provide you with details of the accommodation set aside within the centre for your use prior to the start date. |
| 7 | You will pay Creative Spark in advance the fee for Hot-desk or for a Co-working agreement. The fees must be paid on the date of signing this agreement. |
| 8 | We will be entitled to vary the accommodation within the centre at any time. |
| 9 | You will allow us (Creative Spark Ltd) and any of our respective agents and employees to enter the accommodation at any time without prior notice in order to carry out any routine inspection, cleaning and maintenance or for any other purpose in connection with the Centre. |
| 10 | We will inform you in advance, as a courtesy, of any testing, repair or other works to be carried out unless there is an emergency. |
| 11 | You will take good care and use with respect the centre and all equipment, fixtures and fittings provided in the Centre and you will be liable for any damage caused by you, your employees or any person that you have permitted or invited into the centre. You will leave the Hot-desk & Co-working areas clean, tidy and free of any rubbish. |
| 12 | You will comply with all health and safety and fire regulations. |
| 13 | You will be asked to read and sign our fire procedures policy before the commencement of your rental period. |
| 14 | You will not use the centre for anything which is illegal, immoral, dangerous or offensive and you will not carry out any hazardous act or carry on any hazardous trade at the centre. |
| 15 | You will not do anything which causes or threatens to cause any nuisance, annoyance, damage, disturbance, inconvenience or injury to the service provider or any other occupier of the centre's accommodation. |
| 16 | We are not liable for any additional costs or expenses you may incur or for any loss of business, loss of profits, loss or damage to data, information or records or any third party claims or other consequential loss, including loss as a result of Force Majeure. It is your responsibility to take out your own insurance against such risks. |
| 17 | We are not liable for any loss, damage, expense or claim of any kind relating to any other facilities goods or services which you may at any time agree to purchase or hire directly from the service provider or for any failure in relation to any such facilities goods |

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| | or services. |
| 18 | Neither we nor anyone employed by the Creative Spark Ltd will be liable for any loss to you or any other person (including consequential economic loss) for any damage to furniture, equipment or goods in the centre whether or not the loss or damage is due to any act or omission, negligence or willful default by us or by you or by any other person. Any other representations, conditions, warranties and other terms whether written or oral, express or implied statutory or otherwise which are or may be inconsistent with this condition are expressly excluded. |
| 19 | If you are signing up to a monthly Co-working agreement we will provide you with one key and fob to the accommodation. The key and fob will remain <u>our</u> property at all times. Any requests for additional keys or fobs will be subject to <u>you</u> paying an additional fee for this. You will not make copies of these keys. |
| 20 | If any keys or fobs are lost <u>you</u> will immediately report this to <u>us</u> . You will be responsible for the costs of replacing the lost key and fobs and for the changing of any locks. |
| 21 | You will not transfer this Agreement or any rights to any person. This Agreement is personal to you and is not capable of being transferred or passed on to anyone else. Unless you are signing up to a monthly Co-working agreement you may not use the Creative Spark address for any post, parcels or deliveries. If any post arrives for you, you will be charged the Postal Address Service rate. |
| 22 | Creative Spark may terminate this agreement at any time with immediate effect if the terms and condition set out here are not adhered to. Creative Spark may terminate this agreement for any other reason with reasonable notice. |

I (the hirer) hereby agree to hire the facilities as specified in the Hot-desk and Co-working Terms and Conditions of Hire.

Creative Spark agrees to hire the desk space to the hirer for the hire period as per the application form, subject to the attached Terms and Conditions.

Signed.....

Date.....

Signed on behalf of Creative Spark

Date.....

For further information contact:

Sarah Daly, Executive Director

Creative Spark, Clontygora Drive, Muirhevnamor, Dundalk, Co. Louth

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