

TWEETIEPIE MEDIA LTD
AVES BUSINESS CENTRE
HOT DESK AGREEMENT

IOf
.....(hereinafter referred to as the grantee) hereby confirm and make the following booking and agreement with TWEETIEPIE MEDIA LTD incorporated under the Companies Acts (Registered Number SC462487) and having their Registered Office at Aves House, 11 Jamaica Street, Greenock (hereinafter referred to as "the granter")in respect of Tweetiepie Media at Aves Business Centre, at Aves House, 11 Jamaica Street Greenock:

Hotdesking	Period	Date(s)	Fee(s)
	Half day morning		
	Half day afternoon		
	Full day		
	?? hour package		

Conference/Meeting rooms	Period	Date(s)	Fee(s)
	one hour		
	Block (5)		

Total fee payable £.....????.....

And the granter and grantee agree the following terms and conditions shall apply:

1) Interpretation:

a) the "Common Areas" aforementioned shall include The foyers, toilets, hallways, corridors and the kitchen within the Building which are intended to be used in common by the occupiers of the Building.

b) "half day morning" shall mean the hours between the hours of 9am and 1pm.

"half day afternoon" shall mean the hours between the hours of 1pm and 5pm

"full day" shall mean between the hours between the hours of 9am and 5pm

c) "Permitted Use" Use of the Desk and equipment for the purpose of developing a business concept or administrative and clerical work in connection with an existing business (other than for the provision or development of a taxi service or commercial vehicle hire service or business.)

d) "booking period" shall be the duration between the first day and the last day a desk or conference/meeting room is to be used hereunder which shall be a minimum of 3 calendar months

e) "the subjects" shall be the desk and chair and/or the conference/meeting room(s) so booked and to be used by the grantee.

f) "the building" the single storey detached office and former garage known as and forming 11 Jamaica Street Greenock now known as or to be known as Aves Business Centre, Aves House, 11 Jamaica Street aforesaid

2) The fee will be paid in advance and in such manner as the grantor shall determine. The fee stated above shall be exclusive of VAT. Should VAT be payable in addition at the prevailing rate by the grantee to the grantor

3) In consideration of the fee paid by the grantee and the conditions herein contained and the obligations on the part of the grantee being observed and performed the grantor hereby gives permission for the grantee to use such one of the desks and/or conference/meeting rooms at the grantor's premises at 11 Jamaica Street Greenock (known as or to be known as Aves Business Centre) as the grantor shall determine together with the right to use the Common Areas during the period of the booking at the dates and times specified above. The duration between the first booking of a room and/or conference or meeting rooms and the last booking under this agreement must be a duration of not less than 3 calendar months otherwise the grantor may be entitled to terminate this agreement without notice or any liability to the grantee.

4) The rights to use the Common Areas shall be exercised by the grantee in common with the grantor's other clients, licensees, tenants as well as the grantor and all other persons now or hereafter authorised by the grantor to use the Building or any parts thereof and this agreement shall not permit exclusive occupation of the subjects other than during the period specified herein and shall not permit exclusive use of the Common Areas

5) The grantor will use their best endeavours to identify to the grantee in advance the particular desk or conference or meeting room to be allocated to the grantee during the period of the agreement, and/or which of the conference or meeting rooms shall be made available where the fee includes that, but the grantee acknowledges that may be subject to change and substitution before commencement or during the period of the agreement as circumstances may dictate or require including any for maintenance repair and upgrading of the premises.

6) The grantor shall not be liable to the grantee or any person exercising the rights of the grantee for any damage loss or inconvenience suffered by the grantee during or as a result of their use of the subjects or the Common Areas, it being the intention of and agreed between the parties that the grantee shall use and occupy the subjects and the Common Areas at the risk of the grantee.

7) Without prejudice to the foregoing generality of the method of payment being determinable by the grantor the Fee shall where the booking is for a period of more than 4 weeks be payable in advance by standing order.

8) The grantee may, at an additional charge, (which will include cost of materials used if any) use the grantor's printer by prior arrangement and agreement of the grantor.

9) The grantee in the event of any monies due to the grantor not being paid on the due date will pay interest thereon at the rate 3 % above the base rate from time to time of The Royal Bank of Scotland plc Bank plc from the date upon which such sum was due to be paid to the date of actual payment

10) Not to use or allow the subjects to be used for any purpose other than the Permitted Use and not to cause or permit any damage to the Desk or other equipment or facilities and/ or the Building. The grantee shall keep the desk clear of all rubbish and refuse using the rubbish/waste bins and receptacles provided

11) To observe such reasonable rules and regulations as may be notified to the grantee from time to time in writing by the granter for the better management of the Building, the subjects and associated equipment or facilities within the building. There shall be no smoking allowed anywhere in the building

12) The fee shall include the following services and facilities:

- a) broadband/Wi Fi service and connection
- b) all electricity heating and lighting and
- c) help yourself tea and/or coffee/chilled water
- d) use of a telephone with itemised billing (but not the cost of telephone calls made which shall be paid by the grantee over and above the said fee by way of said itemised billing. Itemised bills may be provided by the granter at any time during the booking period and will be paid by the grantee within 24 hours. Where a final itemised bill is not available prior to the end of the last booking hereunder the grantee shall provide their forwarding address and contact details and the same shall be forwarded as soon as available and paid by the grantee within 24 hours of receipt).

13) Where the grantee constitutes more than one individual liability for all payments and obligations hereunder shall be undertaken jointly and severally.

14) The grantee acknowledges and confirms as does the grantor that these presents do not constitute lease or tenancy or licence to occupy any part of the building at 11 Jamaica Street Greenock and the grantee acknowledges that the right to use the subjects and facilities is offered by the grantor as part of their business and trade and that they will vacate the subjects and building promptly at the end of their booking period and shall be liable for all losses and costs that may reasonably be incurred by the grantor including loss further bookings as a consequence thereof. In WITNESS WHEREOF

.....Granter signature Witness
signature.....
.....date Full
name.....
place

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.....Grantee signature Witness
signature.....
.....date Full
name.....
place

Address.....

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