



Park Rd. Industrial Estate, Manorhamilton
Co. Leitrim, Ireland

Tel: +353 (0) 71 984 0554
Fax: +353 (0) 71 985 5296

Web: www.manorhub.ie
Email: info@manorhub.ie

Name _____

Company _____

Address _____

Phone _____ Mobile _____

Email _____

Website _____

Customer Credit Card #: _____ Name on Card: _____

Expiration Date: _____ 3 Digit Security Number: _____

Master Card ☐ Visa ☐ Discover ☐ Other _____

1. Reservations:

- a. Arrangements for equipment or support must be made in advance when reserving the space. User's equipment cannot jeopardise ManorHUB's systems or network and all equipment must be certified for proper use.
- b. Coffee/Tea/Water and refreshments can be available upon request. Please see www.manorhub.ie or call +353 (0)71 984 0554 for pricelist.

2. The User undertakes to:

- a. Refrain from entering other sites on the Merenda Ltd. grounds to include Merenda Factory & Warehouse, Fabrication Laboratory, Canteen and Staff Toilets without escort or knowledge of ManorHub representative.
- b. Use the building and the premises for the permitted use only and conduct its business that does not cause interference to other occupants of the building.
- c. Users must provide their own equipment unless other arrangements are made.
 - i. No extraordinary electrical or mechanical equipment shall be brought on site and used without prior arrangements and approval from ManorHub.
 - ii. ManorHUB will not accept liability for items lost/ stolen on the premises.
- d. Refrain from sharing or giving any keys, electronic fobs or alarm codes designated to users with any other user or other third party.
- e. Refrain from creating any nuisance, excessive noise, annoyance or disturbance or anything which is deemed, immoral or illegal by ManorHUB.
- f. Leave all common areas clean. Do not leave dirty dishes, cutlery and mugs lying around. Keep fridge and water boiler as per manufacturers instructions and keep clean of any dirt. Use dishwasher as per manufacturers instructions as required. Clean all spills and do not leave for someone else to do it.

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- g. **DAMAGE COSTS:** User is fully liable for damage/fault, servicing, modification and cost of repairs or total replacement of equipment/ furniture used during rental period. Users may be required to reimburse ManorHub for the direct cost of supplies, utilities, custodial services, staff, contractor services, additional monitoring by security guards, or special clean up or repair of damage. Direct costs will be invoiced and User's credit card will be charged within 10 business days after the event.
- h. The User will notify ManorHUB immediately of any damage caused by the User or their guests, employees or invitees, to the building or the premises and of any damage to or deterioration in the building howsoever arising.
- i. Parking is done at User's risk. ManorHUB will not accept responsibility for loss/damage sustained by User, their agents, clients or visitors. Users are asked to use one way system in Car Park.
- j. Not to place any object, vehicle, dustbin or obstruction in or upon the hall, landing or stairways, paths, roadway or approaches leading to the premises.
- k. That its employees, agents, guests will respect the NON Smoking policy in all internal buildings and external areas (parking area) of ManorHUB and Merenda Ltd.
- l. Adhere to the 20km/hr speed limit in the Industrial Park.
- m. Shall comply with all state & local fire, health & safety laws.
- n. Control and supervision of events is the responsibility of and at the expense of the User. Activities involving attendees 18 yrs or younger must be adequately chaperoned by adults.

3. Prohibited Behaviour:

- a. Use of Hot Desk by User, or agent, customer, employee or representative of User to advocate violence or unlawful means to cause harm to community or to local or state government.
- b. Use of the facilities, where the purpose of the gathering is deemed by ManorHub to be immoral, obnoxious, or injurious.
- c. Use of facilities, including walkways, car park, toilets, FABLAB or Merenda, that involves any attendees engaging in the following:
 - i. Consumption of alcoholic beverages,
 - ii. Gambling in any form whatsoever, including lotteries,
 - iii. Use of narcotics or drugs unless for medical reasons as prescribed by a duly licensed medical physician,
 - iv. Fighting, quarrelling, abusive language or noise that is disruptive/offensive.

4. Housekeeping Rules:

- a. The person signing the request agrees to accept responsibility for the actions of all employees, agents and customers of the User and the facility must be left in the same condition as it was found. User must clean up the Board Room, kitchen area and toilets before leaving.
- b. All tables and chairs must be put back in the layout existing prior to User using the Board Room. No tables and chairs may be moved from one area to another. Any special arrangements must be made and approved in advance, at the time the application is made.
- c. No tape, nails, staples, etc. may be used on walls, ceilings or windows. No candles permitted.
- d. Absolutely no food or drink is allowed in the Board Room. Food or drink taken into any of the other meeting rooms must be cleaned up immediately after the event.
- e. Any violation of these rules may result in the billing of direct costs incurred – such as clean up, security, or damages – and the denial of future requests to use the facilities.

5. Applications and Approvals:

- a. Applications must be received at least 72 hours prior to the requested date, if possible. The application must clearly and describe the use of the Board Room.
- b. Once payment is made and application is approved, ManorHub will send a confirmation email.
- c. In the event a rental agreement must be cancelled by the applicant, ManorHub must be notified at least 72hours in advance of scheduled use. Failure to do so, will result in being charged for use of Board Room and possible denial of future requests.
- d. Please visit www.manorhub.ie or contact +353 (0) 71 984 0554 with any questions or concerns.
- e. ManorHub Business Hours are Mon. - Fri. 9:00 am to 5:00 p.m.

6. Signatures:

- a. By signing this license agreement, you have agreed to comply with all of the above.
- b. I/ We agree to the terms as laid down in this agreement and accept that abuse of the facilities and /or non-payment could result in membership being revoked.

Signed on behalf of _____

Date