



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

Tel: +353 (0) 71 984 0554
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Web: www.manorhub.ie
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01 September 2015

MEMORANDIUM FOR: _____

FROM: ManorHUB

SUBJECT: License Agreement for Shared Office Space

1. This agreement dated _____ day of _____ 2015 made between:

a. Haslette Holdings Ltd. (trading as ManorHUB); of Park Road,
Manorhamilton, County Leitrim, Ireland

and

b. _____

of _____

(Hereafter known as the Licensee)

Name _____

Company Name _____

Address _____

Phone _____

Mobile _____

Email _____

Website _____

Permitted Use Transacting the business function of _____.

2. Description of Facilities:

a. Personal Office Space:

- i. Fully furnished office space:
 1. 24sq M Space comfortably accommodating four separate personalized work stations.
- ii. Full power and networking points at each workstation.
- iii. Wired and wireless 100MB Broadband.
- iv. Lockable storage units.
- v. Private phone booth for confidentiality.
- vi. Postal and Business address.
- vii. Provision of office accommodation for permitted use (above).
- viii. ManorHUB Shared Office Space is available for use Monday through Friday, 9:00 a.m. to 10:00 p.m. Staff and facility support are available during those hours as well.
- ix. Access to toilet facilities and communal areas of business hub.
- x. Access to wireless and/or fixed connection broadband.
- xi. Package delivery and collection service.
- xii. Receptionist service.
- xiii. Onsite meeting facilities.

b. FABLAB:

- i. Fabrication Laboratory down the hall from Office Space.
- ii. Excellent resource for innovation, empowerment, education and new business development.
- iii. Provides unique yet practical methods for advertising and outfitting your business.
- iv. Skilled craftsmen to help with Laser cutting, 3D printing, CNC milling, vinyl cutting, and open source electronics.
- v. Offers training for using equipment.
- vi. Extremely beneficial to education, industry, artistic design and essentially facilitating anyone to make (almost) anything.

c. Coffee/Tea Station:

- i. A small kitchen is available for use.

d. Ladies & Gents Toilets:

- i. Toilets are available close to office space.

e. Parking:

- i. Ample parking is available on site.

3. Reservations:

- a. Requests to use ManorHUB Shared Office Space can be made via our website, www.Manorhub.ie or at reception +353 (0)71 984 0554.
- b. Approval will be on a first-come, first-served basis.

- c. 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.
- d. Coffee/Tea/Water and refreshments can be available upon request. Please see www.Manorhub.ie or call +353 (0)71 984 0554 for pricelist.

4. Terms and Conditions:

- a. ManorHUB agrees to provide the following services for the Licensee in return for the sum of €162.50 plus VAT @ 23% per calendar month, payable on the 1st of each month hereinafter called the licence fee.
- b. This agreement will commence on ____/____/2015 until ____/____/15.
- c. **Payments:**
 - i. **Deposit:** €200.00 security and damages deposit for office space and equipment paid in full at time of application refundable at termination of this license agreement.
 - ii. **Rental payments:** First month paid in full at time of application with future payments made monthly in advance by direct debit or standing order.

5. The Licensee undertakes to:

- a. Occupy the designated desk solely for the purposes of its business as described above.
- b. Will refrain from entering other sites on the Merenda Ltd. grounds to include Merenda Factory & Warehouse, and Fabrication Laboratory without escort from ManorHUB representative.
 - i. Merenda Factory, Warehouse, Canteen and Staff toilets are restricted to Merenda employees.
- c. Use the building and the premises for the permitted use only.
- d. Conduct its business in such a way as to cause no interference to the other occupants of the space.
- e. Comply with any reasonable rules or regulations which may be set down from time to time by ManorHUB for the efficient operation of the service space.
- f. Comply with the Licensors regulations and directions in relation to the use of facilities, waste disposal in rented areas and general management of building.
- g. Licensees are required to secure their own possessions and equipment.
- h. No unauthorized use of ManorHUB equipment or supplies (e.g., laptops, copiers, fax machines, etc.) is permitted. Those using the Shared Office Space must provide their own laptops, printers and other electrical 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. Installation and use of special equipment must be under ManorHUB supervision and at the user's expense.
- i. Management of ManorHUB will not accept any liability for items lost or stolen on the premises. It is hereby accepted by the Licensee that ManorHUB retains a master key and can at all reasonable times enter all parts of the

premises to examine the state of repair and condition thereof and to make good all defects arising on giving the licensee reasonable notice.

- j.** Maintain own insurance against damage, fire etc. to your electronic equipment, personal property, automobiles and user's personal belongings. ManorHUB cannot insure licensees' property and equipment.
- k.** Comply with security procedures. Any keys, electronic fobs or alarm codes designated to users are specific to each user and cannot be shared or given to any other third party.
- l.** Refrain from creating any nuisance, annoyance or disturbance to the Licensor or any of its Licensees or anything which is deemed, immoral, illegal or not in keeping with the ethos of the Licensor.
 - i.** Use of facilities that generates excessive noise or other activity that could disturb or disrupt ManorHUB, Merenda or the community will not be permitted.
- m.** Give all reasonable assistance to ManorHUB, its staff and its agents in its operation of serviced office space including inspecting, cleaning and repairing the entire premises.
- n.** Leave all common areas clean. It is important that all users clean up after themselves and complies with these simple rules: 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.
- o.** Make no alterations to any furniture provided under the licence, nor install any equipment including, for the avoidance of doubt, unauthorised telecommunications equipment, photocopying equipment and fixtures or fittings beyond that provided by the Licensor, without the prior written approval of the Licensor.
- p.** The Licensee is fully liable for any damage or fault, servicing, modification and any cost of repairs or total replacement of equipment or furniture used for the period of this agreement.
- q.** The Licensee will notify the Licensor immediately in writing of any damage caused by the Licensee, or an employee, agent or invitee of the Licensee, to the building or the premises and of any damage to or deterioration in the building howsoever arising.
- r.** Exclusively retain for the purpose of its business, the rights conferred under this licence agreement and under no circumstance to seek to assign these rights, in whole or in part, to a third party.
- s.** Accept full responsibility for the management and supervision of its own business activities.
- t.** Parking at ManorHUB is done so at the owner's risk, ManorHUB does not accept any responsibility or loss or damage sustained by the Licensee, their agents, clients or visitors. Renters are asked to use one way system in Car Park.
- u.** The Licensee shall not do anything which may render ManorHUB liable to pay, in respect of the premises or any part thereof more than the ordinary or present rate of premium for insurance against fire, or which may void or make voidable any policy for such insurance. The licensee is responsible for public

and employers insurance and will indemnify Licensor on the policy of insurance and furnish evidence thereof.

- v.** Notify reception in advance of deliveries being made to ManorHUB. Failure to notify reception will result in the item not being accepted by ManorHUB and alternative delivery arrangements will have to be made by the Licensee at the Licensee's own expense.
- w.** Not to use the Building and/or the Premises for residential or sleeping purposes; or keeping any animals in the premises.
- x.** 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.
- y.** That its employees, agents and all third party visitors, contractors etc. will respect the NON Smoking policy in all internal buildings and external areas (parking area) of ManorHUB and Merenda Ltd.
- z.** Other than signage permitted by ManorHUB, not to exhibit any signboard poster, advertising matter or any flag or banner outside the premises or in the windows or doors. Please contact ManorHUB for guidance.
- aa.** Accept that ManorHUB reserve the right to terminate this license without reason or right of appeal subject to one month's notice. Any notice required to be given to the Licensee hereunder shall be deemed duly served if sent by ordinary prepaid post addressed letter to the Licensee at the premises.
- bb.** Immediately upon the termination of the Licensee's right to use the building and premises, Licensee must remove all property of the Licensee and associated companies from the building and to leave it clean and tidy;
- cc.** Not to impede in any way the Licensor and its officers, employees, servants, agents, invitees and other Licensees in the exercise of the Licensor's right of possession and control of the whole building;
- dd.** To comply with all the provisions and requirements of any Act or Acts of the Oireachtas now or hereafter to be passed, and every order regulation notice and bye-law made under or in pursuance of such Acts, or by any local or other authority in respect of its use of the building and the premises.
- ee.** Familiarise yourself with the safety statement for the building which is available from reception. Prior to taking any occupation of ManorHUB, the Licensee must sign confirmation that you have read and understood the safety statement.
- ff.** Comply with the Environmental policies that ManorHUB already adheres to and hereby acknowledge receipt of a copy of this policy.
- gg.** Adhere to the 20km/hr speed limit in the Industrial Park.
- hh.** Use of ManorHUB facilities shall comply with all state and local fire, health and safety laws.
- ii.** Control and supervision of events is the responsibility of and at the expense of the user. Activities involving attendees 18 years or younger must be adequately chaperoned by adults. Garda vetting is also required if persons under 18 years are occupying Shared Office Space
- jj.** Only those rooms or areas of the building specified in ManorHUB's confirmation letter may be used.

- kk. All those using ManorHUB facilities must adhere to the "NO SMOKING" policy that is enforced in all areas of the building and within 20 feet of outside doorways.
- ll. **DAMAGE COSTS** - Users may be required to reimburse ManorHUB for the direct cost of supplies, utilities, custodial services, staff and contractor services, additional monitoring by security guards, or special clean up or repair of damage. Direct costs will be invoiced within 10 business days after the event. The credit card supplied upon booking Shared Office Space will be charged.

6. Prohibited Behaviour:

- a. Use of Office Space by Licensee, or agent, customer, employee or representative of Licensee to advocates violence or unlawful means to cause harm to the community or to the local or state government.
- b. Use that is not consistent with the proper and regular use of such 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, Fab Lab 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, quarreling, abusive language, or noise of any kind that may be disruptive or offensive.

7. ManorHUB undertakes to:

- a. Provide workspace accommodation, client support services and facilities.
- b. Clean and maintain the workspace accommodation, including the roof, structure and the common areas within the premises.
- c. Provide heating, lighting, electricity and broadband.
- d. Pay all rents, rates, utilities, public liability insurance and other charges relating to the premises; subject to condition "u" above.
- e. Provide reception and post room.
- f. Provide access to the space within reasonable predetermined hours

8. Special Notice:

- a. ManorHUB accepts no responsibility for any loss or damage sustained by the Licensee as a result of fire, storm, flood, destruction of the premises in a whole or part, the failure or interruption of any services to the premises, or any other cause out of reasonable control of the Licensor.
- b. Nothing in the Licence shall establish any partnership or any joint venture between the Licensor and the Licensee, or be construed, or create any greater interest in the Licensee other than the licence on the terms set out above.
- c. In the event of the service of a relocation notice the Licensee shall vacate the premises within 90 days of the date of such service, and the alternative

location shall, from such date, be the premises for the purposes of this agreement;

- d. Any notice to be given or served under this licence shall be sufficiently given, or served if in the case of notices given to the Licensee. Such notice should be delivered or posted to the General Manager of the Licensee.
- e. The Licensee acknowledges that this licence contains the whole agreement between the parties as to the subject matter hereof, and the Licensee has not relied upon any written or oral representations made to it by the Licensor or its employees or agents, and has made its own independent investigations into all relevant matters.
- f. This Agreement does not create a landlord and tenant relationship between the parties to the extent that a court finds that the relationship amounts to a landlord and tenant relationship, the Licensee renounces any rights it has to a renewal of the said lease in the manner required by the Landlord and Tenant (amendment) Act 1994, and confirms it has received independent legal advice in connection with the renunciation.
- g. This agreement shall be governed by, and construed in accordance with the laws of Ireland.

9. Housekeeping Rules:

- a. The person signing the request agrees to accept responsibility for the actions of all employees, agents and customers of the Licensee and the facility must be left in the same condition as it was found. Licensee must clean up their Office Space, kitchen area and toilets, and board room is used before leaving. Trash cans are available in each room.
- b. All tables and chairs must be put back in the layout existing prior to the signing of this license. Absolutely 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 facility walls, ceilings or windows. Candles are not 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. The Board Room will be used for Training/Meetings/Presentations only. No unprofessional behaviour is permitted. Any damage to Board Room or its contents will be paid for by Licensee.
- f. Any violation of these rules may result in the billing to the user's credit card of direct costs incurred – such as clean up, security, or damages – and the denial of future requests to use the facilities.

10. Applications and Approvals:

- a. Applications must be received at least 7 days prior to the requested date, if possible. The application must clearly and completely describe the use of the office space. If additional equipment etc is needed, allow extra time in filing your request and note your needs on the application.

- b. This signed application form (PDF) must be submitted to ManorHUB's reception prior to day of rental. It will serve as the agreement between the user and ManorHUB for use of facilities, and is the complete understanding as to what has been agreed to by both parties regarding the purpose and use of the shared office space.
- c. Once payment is made and an application is approved, ManorHUB will send a confirming email.
 - i. NO APPLICATION IS CONSIDERED APPROVED UNTIL A CONFIRMING LETTER IS RECEIVED.**
- d. In the event a rental agreement is to be cancelled by the applicant, ManorHUB must be notified at least 1 week in advance of the scheduled use. Failure to provide such notification will result in charge of first month's rent and may result in denial of future requests.
- e. Please visit our website, www.Manorhub.ie or contact +353 (0) 71 984 0554 with any questions or concerns.
- f. ManorHUB Business Hours are Mon. - Fri. 9:00 am to 5:00 p.m.

11. 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 ManorHUB

Date

Signed on behalf of _____

Date

Customer Credit Card Number: _____

Expiration Date: _____

3 Digit Security Number _____

Master Card ☐ Visa ☐ Discover ☐ Other _____