

CO-WORKING BOOKING FORM

Company name:	<input type="text"/>	Contact name:	<input type="text"/>
Invoice to (name):	<input type="text"/>	Invoice email:	<input type="text"/>
Invoice address and postcode:	<input type="text"/>		
Order number:	<input type="text"/>	Telephone number:	<input type="text"/>

TERMS AND CONDITIONS

1. All clients must complete a booking form which must be completed and returned within on arrival. Without this form, we may not allow you to use the co working space without notice.
2. Access will only be granted between 8.30am and 5pm on the weekdays booked and paid for in advance. No access will be granted outside of these hours or at weekends.
3. Any damage to the property and furniture belonging to the Elsie Whiteley Innovation Centre will be charged to the hirer, the equipment and furniture remain the property of the Elsie Whiteley Innovation Centre at all times.
4. All invoices must be paid within 30 days of receipt.
5. The management reserves the right to expel anyone from the premises who may be behaving in a manner deemed to be unsuitable, illegal or immoral.
6. Hirers must ensure that high standards of cleanliness are maintained at all times.
7. Hirers must observe fire precaution procedures as displayed in the rooms.
8. Hirers must at all times observe Health and Safety at Work regulations whilst using all facilities.
9. The co working agreement does not entitle the hirer to the use of the postal address.
10. All accidents and injuries must be reported to the Main Reception immediately.
11. The Elsie Whiteley Centre cannot reserve or guarantee car parking spaces, they are allocated to all visitors on a first come, first served basis.
12. The Elsie Whiteley Innovation Centre does not accept liability for vehicles parked in our car park or belongings left in vehicles.
13. The Elsie Whiteley Innovation Centre accepts no liability for injury, damage or loss not directly attributable to the negligence of their employees. The hirer is responsible for public liability or any other insurance required for their event, including that of any third party providers used as part of their hire.
14. The hirer agrees not to visit websites using our internet connection which potentially could be viewed as inflammatory, obscene or morally ambiguous. In addition, the hirer accepts the cost of rectifying any repairs needed to IT equipment used should the hirer be found to have caused an issue.
15. All prices quoted exclude VAT.

I accept the terms and conditions as stated above _____

If you would like any further information please contact the Elsie Whiteley Reception reception@innovationhalifax.net

www.innovationhalifax.net

