

Licence



Licensor ('us', 'we' or 'our'):
Capital Enterprise Centres Limited
Suite 1
70 Churchill Square Business Centre
Kings Hill
West Malling
Kent ME19 4YU

Phone: 01732 523400

Fax: 01732 523419

Licensee ('you' or 'your'):

Phone:

Fax:

Premises:

Unit _____ in the centre.

Centre:

Licence period:

_____ month(s) from
and then until the end of one month's written notice
given by **us** or **you**.

Your invoicing address:

Phone number:

Mobile number:

E-mail address:

Contact name:

Alterations: You must discuss any plans for work to the unit with the Centre Manager **before** any work is carried out.

Deposit paid (two months' licence fee)

£

Date from:

Monthly licence fee due on
the first day of each month:

£

£

£

Plus VAT at the current rate

You confirm that **you** have read and understood this licence
(including the conditions over the page) and agree to be bound by it.

Our signature

Your signature

Date:

Print name:

Conditions

1 Definitions

In this **licence**, the words below have the following meanings :

- 1.1 **'Premises'** includes:
- all covering surface material on the structural walls, floors and ceilings of the **premises**;
 - all doors, windows and skylights, including their frames and glazing;
 - all fixtures, fittings and machinery that belong to **us**;
 - the inner half of all non-structural walls used in common with other premises; and
 - all other non-structural walls in the **premises**.
- 1.2 **'Use'** means use for office, light industrial or storage purposes. **You** must not do anything in connection with selling, repairing, maintaining or spraying any motor vehicles, or do anything that **we** do not agree with.
- 1.3 Words defined over the page have the same meanings in these conditions.

2 Licence

Under clauses 3 and 4, **you**, together with **us** and anyone authorised by **us**, are authorised to:

- use the **premises** for the **licence period** for the **use**; and
- get to and from the **premises** on the roads and paths of the **centre**.

3 Your responsibilities

You agree to do the following.

- Pay **us** the **monthly total** in advance on the **payment dates**. The first payment must be made on the date of this licence.
- Pay **us** the **deposit**. **We** will return the **deposit** to **you**, without interest, within one month of the end of the **licence**, less any amount due as a result of **you** breaking the conditions of this **licence**. (**We** may need extra time to work out any amount **you** owe **us**.)
- Pay business rates.
- Keep the **premises** in the same condition as at the start of the **licence period**, and clear of rubbish.
- At the end of the **licence period**, leave the **premises** in the same condition as at the start and repair any damage (including holes in any walls) **you** have caused.
- Only load and unload in areas of the **centre** that **we** have set aside as loading areas.
- Get **our** permission, in writing, before putting up any signs or carrying out **any work to the premises**. At the end of the **licence period**, **you** must remove any signs and (unless **we** agree otherwise) any work carried out to the premises and repair to **our** satisfaction any damage caused.
- Pay **us** all the money **we** have paid to any other person as a result of **you** breaking any of the conditions of this **licence**.
- Keep to any regulations **we** make about how **you** use the **premises**.

You must not do the following.

- Bring anything onto the **premises** that **you** do not need to enforce **your** rights under clause 2 (unless **you** have **our** permission).
- Block any part of the **centre** or make it dirty or untidy.
- Keep any animals on the **premises** without **our** permission.
- Use the **premises** in a way that causes any nuisance, damage, disturbance, annoyance, inconvenience or interference to the **premises** or neighbouring properties.
- Smoke in or outside any of **our** buildings, except in the smoking shelters or at least 25 metres away from any door or window.
- Anything which may break any legal requirement affecting the **premises** or which may make all or part of **our** insurance policy invalid.
- Make any planning application without **our** permission.
- Alter, add to or damage the **premises** or any part of them, or the services to the **premises**.
- Restrict **us** in enforcing **our** rights of possession and control of the **premises**.
- Allow any employee or representative of a telecommunication company to enter **our** telecommunication rooms or private ducts to install their own equipment.
- Physically or verbally abuse our staff or use offensive language.

4 General

- This **licence** will end (without affecting **our** rights if any of the conditions in clause 3 are broken):
 - immediately if **we** give **you** notice if **you** have broken any of the conditions in clause 3; or
 - if clause 4.6 applies.
- This **licence** is personal to **you** and cannot be transferred to anyone else. Only **you** have the rights given in clause 2.
- We** do not guarantee that the **premises** are legally or physically fit for the purposes of the **use** or for any other purposes.
- We** will not be liable for any death, injury, loss or damage of any sort suffered by **you**.
- All notices given by **us** or **you** will be in writing and delivered by hand or sent by recorded delivery to **our** or **your** registered office or last known address, or (in **your** case) to the **premises**.
- We** may give **you** one month's notice, in writing, of another unit of equal size and with equal services on the **centre**. At the end of the notice, **you** must either:
 - leave the **premises** and this **licence** will end; or
 - leave the **premises** and occupy the unit shown in the notice on the same terms and conditions as this **licence**. For all purposes, this **licence** will apply as if the **premises** were that unit.
- We** will review the amount of the **licence** fee each year. **We** may increase or reduce the amount of the **licence fee** by giving **you** one month's notice, in writing. At the end of this period, the **licence fee** will be the amount shown in the notice. **We** will assess the **licence fee** to be a fair percentage of the cost to **us** of providing the services and facilities at the **centre**. **We** will change the **monthly total** and VAT if necessary. **We** also have the right to increase the **licence fee**
 - by £100 a month (to cover the cost to **us** of providing IT systems) if **we** decide that **you** are not able to use or continue to use the telecommunications systems at the **centre**; or
 - if in **our** reasonable opinion **you** use the services and facilities at the **centre** more than normal.
- You** must make all payments under this **licence** by direct debit on the first day of each month.

Capital Enterprise Centres Limited 2010

