



Licence for the use of a desk in Fitzroy Studios
3rd Floor, Fitzroy House, 3 Abbot Street, London E8 3DP

Between

Bootstrap Company Ltd
The Print House, 18 Ashwin Street London E8 3DL

And

1. This Licence

- i. This licence may be terminated by either party giving two weeks notice of termination
- ii. This licence may be terminated if the terms of this licence are violated
- iii. This licence may be terminated if The Bootstrap Company believes the licensee is partaking in serious misconduct
- iv. There shall be no sub licensing of the facilities
- v. Licensees will pay £216.00 per month in advance to Bootstrap Company Ltd by direct debit
- vi. The rules outlined below apply to all fob holders whether or not they are the licensees. Licensees are responsible for all desks that they licence and all fob holders assigned to the licensee's desk(s)

2. Payments

- i. Failure to pay any bill within the stated time may result in the termination of this service
- ii. A returnable deposit of £216.00 shall be payable of the start of this licence to be returned by Bootstrap Company Ltd at the end of the licence less any deductions.
- iii. All payments shall be made by direct debit, payable to Bootstrap Company Ltd (the direct debit form is attached to this licence).

3. Equipment

- i. The equipment provided as part of the service within this licence is the property of The Bootstrap Company. This equipment includes, a desk, a chair and a telephone
- ii. Fob holders shall maintain the equipment so that it is clean and in good working order and only fob holders are permitted to use the equipment. The Bootstrap Company reserves the right to inspect all equipment periodically
- iii. All electronic equipment must be turned off when not in use.
- iv. Internet connectivity is free but its operation cannot be guaranteed
- v. The equipment provided by The Bootstrap Company cannot be moved from the position in which it is given to the licensee or removed from Fitzroy House.
- vi. The telephone provided by The Bootstrap Company will come with a security code enabling the fob holder to access the telephone and a security code enabling the user to access their voice mail.
- vii. Fob holders understanding of the telephone code system is essential and without this understanding misuse of those codes shall in result in the system locking. Subsequent unlocking may take considerable time to accomplish and may attract additional charges.
- viii. Any failure in the equipment shall be reported to The Bootstrap Company and The Bootstrap Company's advice regarding future use of the equipment shall be final.
- ix. Damage deemed to be beyond reasonable wear and tear shall be the responsibility of the licensee who shall be charged with the replacement cost of the value/repair of the item

4. Security

- i. Each licensee shall be issued with a fob for which to enter the premises and a key to their filing cabinet
- ii. An additional two fobs may be issued per desk for a fee of £10 per fob. Persons holding additional fobs are the responsibility of the licensee.

- iii. Fobs and filing cabinet keys are returnable at the end of the license and failure to return them shall result in retention of the deposit
- iv. Fob holders shall not part with their fob for any reason at all and shall not let any person use their fob.
- v. Loss of a fob shall result in a £10 payment for replacement
- vi. The facility of 24 hour access is contingent upon full compliance with the security and access procedures outlined below and failure to comply shall lead to withdrawal of the facility
- vii. Desk holders are responsible for any persons they allow into the building. Any such person must comply with the rules contained in this licence.
- viii. Desk holders shall only allow entry to persons for which they are taking direct responsibility.
- ix. The Bootstrap Company takes no responsibility for the personal property of desk holders and their guests.

5. Access

- i. Fob holders shall use the stairs at the Fitzroy Studio entrance known as Fitzroy Studios, Abbot Street for the purpose of entering and leaving the building.
- ii. Fob holders shall not use the fire escape for any other purpose than emergency escape.
- iii. Only fob holders shall have access to the building outside of normal working hours (9am to 5pm Monday to Friday). Visitors are only permitted during normal working hours.
- iv. Fob holders are not permitted to use the goods lift without prior agreement from Bootstrap Company
- v. For access to Fitzroy House outside normal working hours fob holders shall follow the procedure outlined below for leaving and entering the building.
 - a) The main entrance gate shall be opened by the means provided each time a fob holder enters the property. The reverse procedure must be applied upon leaving.
 - b) Fob holders, using their fob, shall open the entrance door to Fitzroy Studios and ensure that the door is automatically locked. Fob holders shall leave by pressing the exit switch, leaving through the outer door and ensuring that the outer door clicks shut behind them.
 - c) The last fob holder to leave shall turn the lights off and enter their pass code into the keypad prior to leaving the office.

6. Health and Safety

- i. All visitors shall sign in and out of the visitors book
- ii. Smoking in any part of the building is not permitted.
- iii. Fob holders must not obstruct any part of the central corridor area in order to guarantee free movement.
- iv. Ventilation is achieved by the variable opening of window's which must be closed by the opener before they leave
- v. There is a fire alarm for the building and a fire risk assessment for Fitzroy Studios has been undertaken by Bootstrap Company and is available for scrutiny.
- vi. Each fob holder must recycle all recyclable materials, including all office paper, coloured paper, newsprint, magazines, envelopes, cardboard, drinks cans, plastic cups, toner cartridges and glass. All recyclable materials must be put in the recycling wheelie bins on the premises.
- vii. Each fob holder is responsible for the removal of their waste, including any waste generated in the kitchen, in tied up plastic bags and removed to the wheelie bins in the premises. Waste is a hazard and must not be accumulated
- viii. Where waste includes boxes, fob holders shall collapse them prior to disposal in the recycling wheelie bins.
- ix. Fob holders shall leave the toilet as clean as when they found it.
- x. The Bootstrap Company is only responsible for the health and safety of its own direct staff. The health and safety of fob holders is the responsibility of their employer.

Licensee's (fob holder (1)) *name*.....
Private address
.....
.....
Passport/drivers licence no.....
Private Tel no.
Mobile no.
Email address
For desk no.

About the licensor's business
Its status and registration
Its trading name

Fill out the following for additional fob holder 2

Fob holders name
Private address
.....
.....
Private Tel no.
Mobile no.
Email address

Fill out the following for additional fob holder3

Fob holders name
Private address
.....
.....
Private Tel no.
Mobile no.
Email address

Facilities

All prices are per month

Desk	£216.00	<input type="checkbox"/>
Telephone	£7.00	<input type="checkbox"/>

Signature of Licensee Date.....

