



# Work From Here Membership and Pay-As-You-Go Terms and Conditions

Updated 14/03/2021

Work From Here, Ltd provides a flexible, shared office space for individuals or small teams seeking a professional business environment. Work From Here believes in creating an open and collaborative environment where everyone can do their best work and where everyone is respected and feels an included part of the community.

By joining Work From Here as a member, booking a pay-as-you-go Day Pass, signing up for an office, booking an event, or booking a meeting room, you agree to accept the following Terms and Conditions.

## Access

Work From Here's co-working space and the facilities within it are located in Millars Three within The Millars Maltings complex in Bishop's Stortford.

Access is made available to you on a reasonable endeavours basis. Should access or any facilities be unavailable, Work From Here will endeavour to provide reasonable notice although this may not always be possible. Where feasible, and at Work From Here's sole discretion, Work From Here will make alternative arrangements.

From time to time, Work From Here may need to adjust opening times or close on particular days. If this is the case, Work From Here will give reasonable notice to those people booked in for those days that are affected.

Work From Here's membership and pay-as-you-go Day Passes entitle you to use Work From Here's co-working space and facilities during the published opening hours, which are available on the homepage of our website.

The availability of Work From Here's workspace area is subject to sufficient space being free to accommodate those members wishing to have access at any one time. Work From Here has the right to determine appropriate capacity levels to ensure all members receive an optimum experience.



You have the right to access Work From Here's co-working space through the main entrance of Millars Three as well as the route to and from the toilets which are located on the first floor. You do not have the right to access any other areas of Millars Three or the wider Millar Maltings complex.

You may invite and host guests within Work From Here provided that they are either pre-registered in the member's portal or sign in and you accompany them at all times. You are responsible for the conduct and behaviour of any guests in line with the Terms and Conditions detailed here.

A daily charge may be made to guests making use of Work From Here facilities during their visit which may be settled in advance by the guest or accompanying member.

## Parking

Work From Here has four parking spaces available to members which can be pre-booked in the Resources section of the Members area of the website. Parking spaces are extremely limited on-site at Millars Maltings and any unauthorised parking is liable to penalty fines.

If you have purchased a designated parking space for a particular day, please ensure that you are parked in the designated bay. If that space is not available for whatever reason, please contact [hello@workfromhere.co](mailto:hello@workfromhere.co) to resolve.

Here is a list of car parks nearby, prices subject to change:

- **Bishop's Stortford Station:** £11 per day // 5-minute walk - <https://www.ncp.co.uk/find-a-car-park/car-parks/bishops-stortford-stn-g-anglia/>
- **Apton Road:** £4.40 per day // 13-minute walk - <https://www.eastherts.gov.uk/highways-parking/details-our-car-parks/car-parks-bishops-stortford/apton-road>
- **Causeway:** £4.40 per day // 15-minute walk - <https://www.eastherts.gov.uk/highways-parking/details-our-car-parks/car-parks-bishops-stortford/causeway>
- **Basbow Lane:** £4.40 per day // 15-minute walk - <https://www.eastherts.gov.uk/highways-parking/details-our-car-parks/car-parks-bishops-stortford/basbow-lane>



## Repair

You must keep Your Desk or Office Space and Furniture in a good state of repair and condition, but you are not responsible for fair wear and tear to Your Desk Space and Furniture.

You must do everything required by law including statutory regulations in respect of Your Desk or Office Space and its use and occupation under these Terms and Conditions.

## Alterations

You are in no way permitted to make any alterations to Your Desk or Office Space. You must not damage Your Desk or Office Space or the Furniture and must not make any other alterations to the Desk or Office Space or to the pipes, cables, wires and ducts serving Your Desk or Office Space.

## Damage

You may be held liable (and, as a result of this, authorise us to charge you) for the repair cost for all damage to our Premises and items therein caused by you or your guests, invitees or where permitted, pets.

## Intellectual Property of others

You must not directly or indirectly take, copy or use any information or intellectual property belonging to other members or member companies or any of their guests.

Including without limitation personal names, likenesses, voices, business names, trademarks, service marks, logos, trade dress, other identifiers or other intellectual property, or modified or altered versions of the same.

## Failure to Comply

If Work From Here requires you to rectify any failure to comply with your obligations, you must comply with our requirements immediately in case of an emergency.

You must promptly notify us of any defect or disrepair in Your Desk or Office Space or of any failure in any of the Services provided.



## Contracts (Rights of Third Parties) Act 1999

Nothing in this Agreement creates any rights benefiting any person under the Contracts (Rights of Third Parties) Act 1999.

## Confidentiality

Both Work From Here and you will treat the financial terms of this Agreement as confidential and will not disclose them to others apart from our legal and financial advisors.

## Membership of the Work From Here Community

By agreeing to these Terms and Conditions, you become a Member of the Work From Here Community, and the Members Handbook sets out details of the benefits of that membership and any relevant obligations that apply to it.

If it is part of your Membership Plan, you may use the Work From Here address but may not represent that this is in your ownership. You can find other Work From Here brand protection requirements in the Members Handbook.

## Data Protection

We will only process any personal data we collect per our privacy policy and all applicable data protection laws and regulations.

You confirm that any personal data supplied to Work From Here has and in future will have the informed consent of the relevant person.

## Internet Services

Access to computer networks and the internet is provided for the lawful use of members and their guests and not for any activity which in Work From Here's sole opinion is illegal, immoral, indecent, or detrimental to the enjoyment of other members or guests.

The use of applications that automate requests to any website is not permitted.



The hosting of services or applications designed to be accessed from outside of Work From Here is not permitted without prior agreement.

Internet access is available to guests via the Guest Wireless service only. Other access codes are non-transferable to non-members.

We reserve the right to monitor your usage of Work From Here at any time, including your use of computer networks and the internet which may include the use of CCTV in and/or around Work From Here's location.

You are responsible for securing your own computer data and protecting yourself from the impact of computer viruses, malware and malicious software. You must also take reasonable steps to safeguard Work From Here, other members and/or guests, from the impact of computer viruses, malware and malicious software.

In the event that Work From Here experiences any issues with the provision of internet service (whether temporary suspension or otherwise) Work From Here will not accept any liability or be held responsible for any loss or damage whatsoever which may impact a member or guest.

## Meeting Room Bookings

For members:

Meeting room bookings can be made by Work From Here members on a first-come, first-served basis and are charged at 20% of the standard rate. Meeting rooms cannot be booked as an alternative to a workspace. All guests using the meeting rooms should be signed in.

Any meeting room still unoccupied after 15 minutes from the start of the booking will be released for others to use.

Members are expected to ensure that the room is left in a usable condition for the next booking - including the wiping down of shared surfaces.



## For non-members:

Meeting room bookings are payable in advance and non-refundable if cancelled within twenty-four hours of the start time. All guests using the meeting rooms should be signed in.

Any meeting room still unoccupied after 15 minutes from the start of the booking will be released for others to use.

Meeting room bookings will not be confirmed until payment is received in full.

Non-members are expected to ensure that the room is left in a usable condition for the next booking - including the wiping down of shared surfaces.

## Security Deposit

Should your membership or booking require you to pay a Security Deposit, we will acknowledge receipt of the Deposit from You which We will hold as security for the performance of these Terms and Conditions.

If any money is overdue or you have not complied with these Terms and Conditions either during the term or at the end of the term, we may use the Deposit.

You will not earn interest on the deposit.

The Deposit will be repaid to You after a reasonable period for the settlement of any claims after the Term ends and prior to repayment, we will be entitled to use the Deposit to pay all outstanding sums due to Us including those needed to put right any failure by You to perform these Terms and Conditions.

## Safety and Security

For the security and safety of all members, any entry cards, access codes or keys which we let you use remain our property at all times. You must not make any copies of them, or allow anyone else to use them without our consent. Any loss must be reported to us immediately, and you must pay the cost of replacements and the changing of locks if required.



Work From Here accepts no responsibility or liability for loss or damage to property brought into Work From Here, except where Work From Here's responsibility or liability is determined by English Law. Work From Here's insurance policy does not cover or include loss, damage or theft of your personal items.

Work From Here accepts no responsibility or liability for injury or death of members or their guests except where Work From Here's responsibility or liability is determined by English Law.

## General

Nothing in these Terms and Conditions confers any security of tenure or other rights of exclusive possession or rights of occupation on a member.

Membership fees are due monthly in advance and payable by credit or debit card, direct debit, BACs or another payment method offered from time to time by Work From Here.

You may cancel your membership at any time, and the notice period agreed at sign up will be enacted. Membership ceases contemporaneously with a monthly payment not being made.

Work From Here may cancel your membership at any time without notice if you breach Work From Here's Terms and Conditions of membership.

Your Work From Here membership is personal to you and cannot be shared or transferred. Work From Here is not obliged to refund any amount for a period when membership is unused except if Work From Here elects to terminate a membership for any reason.

No relationship of landlord and tenant exists between Work From Here and you. Work From Here is not the owner of the premises that are made available for your use, and you should follow any directions or instructions provided to you by Work From Here on behalf of the owner of the premises.

Facilities and equipment provided within Work From Here are intended for use by members and/or guests whilst in Work From Here and may not be removed for use outside of Work From Here.



As a Work From Here member we may send you email correspondence regarding your membership, facilities at Work From Here and other announcements regarding Work From Here events. We will never sell or share your email address with third parties.

Printers may be provided to members and guests for incidental use. The printing of large documents may be subject to additional charges.

In the event of a misunderstanding or dispute with regards to the meaning of these Terms and Conditions, you are bound by Work From Here's interpretation.

English Law applies with respect to these Terms and Conditions as does the decision of the English courts in any dispute that may occur between you and Work From Here.

Work From Here's maximum liability to you is limited to membership fees already paid unless otherwise determined by English Law.

These Terms and Conditions may be amended from time to time. Up to date Terms and Conditions will be published on our website at [www.workfromhere.co](http://www.workfromhere.co).

You may direct any questions or queries regarding your Work From Here membership or the facilities provided by email to [hello@workfromhere.co](mailto:hello@workfromhere.co) or by speaking to us directly.