



# The Fort

Business Centre

## Room Hire Terms & Conditions

### 1. Definitions

'Agreement' means the booking agreement between The Fort and the Customer.

'Workspace' means the booked desk or meeting room. 'Premises' means the Building, Business Park and shared areas.

### 2. Booking

The Agreement starts on signature or the Hire Period, whichever is earlier, and ends when the Hire Period expires unless terminated earlier.

### 3. The Fort's Services

The Fort grants a licence to use the Workspace during the booked hours, provides access to shared facilities, utilities, reception, cleaning, security and standard furniture where applicable. The Fort may relocate the Customer to a comparable workspace with reasonable notice or immediately in an emergency.

### 4. Customer Obligations

The Customer must use the Workspace only for the agreed purpose, comply with laws and house rules, respect other occupiers, keep the Workspace tidy, avoid damage, maintain insurance for its own property, back up its own data and be responsible for its staff and visitors.

### 5. Fees & Cancellation

Fees, deposits and VAT are payable as agreed. Deposits may be retained or refunded in accordance with the cancellation policy. Late payments may incur interest and suspension of access.

### 6. Liability

Nothing limits liability where prohibited by law. Otherwise, The Fort excludes indirect losses and limits liability to the amounts stated in the Agreement.

### 7. Termination

The Fort may terminate for material breach, repeated breach or non-payment. On termination the Customer must vacate the Workspace, remove its belongings and pay outstanding sums.



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## **8. Confidentiality & Data**

Both parties must keep confidential information secure and comply with UK data protection laws.

## **9. General**

Includes force majeure, variation, severance, entire agreement, mediation and the laws of England and Wales.

## **10. House Rules**

Access tokens must be used correctly. Keep communal areas clear, use parking responsibly, recycle waste, keep kitchens clean, follow fire procedures, observe the no-smoking policy and comply with updated house rules.

By agreeing to these terms and conditions, you are agreeing to our full version which is available upon request.