



**Date Of Licence:**

**Licence Agreement - Per Dedicated Desk**

BETWEEN **The Building Block Co-Ownership**,  
The Building Block, Bridge Street, Sligo (**"the Licensor"**)

and  
of

(**"the Licensee"**).

**Description/Activity of Licensor**

**First Schedule Terms**

**License Commencement Date:**

**License End Date:** (min 3 months)

**Users** (max 2 sharing per desk)

User 1: Details

User 2: Details

**Licence Fee:** payable monthly in adv

1 User = 50€/week/desk (excl VAT)

2 User = 60€/week/desk (excl VAT)

Rent to be invoiced

**Deposit:** 1 month rent/desk

**Workstation:** as outlined in **Appendix A**

**Prof For Fob Delivery**

**The Office Area:** as outlined in **GREEN** on the floor plan annexed in **Appendix A**

**Rules and Regulations:** as detailed in the **Second Schedule**

**Hours Of Access:** 24 X 7

**Main Hours Of Use:** 08:00 to 18:00 Mon to Fri, excl Public Holidays

**Optional Extras - Appendix B**



**Rent/Deposit Payable to Bank Account:** IBAN = **IE72 BOFI 905440 87740203** Swift = **BOFIE2D**, Account Name: TBB Rent , Bank = Bank Of Ireland, Stephen Street, Sligo. Please use desk number with all references . e.g. "02-Name-TBB"

**Property Manager:** Ballincastle Property Services Ltd. Block 8 The Grove Complex, Clarion Road, Sligo. F91 A2FP Tel : 071 9145005 Email : info@ballincastle.ie PSRA License 001169.

**SIGNED by the Licensee** \_\_\_\_\_

Block Capitals: \_\_\_\_\_

Date: \_\_\_\_\_

in the presence of: \_\_\_\_\_

Block Capitals: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNED on behalf of the Licensor**

\_\_\_\_\_

Block Capitals: Rory Conway

Signed on behalf of The Licensor

Date: \_\_\_\_\_

## THE BUILDING BLOCK GENERAL CONDITIONS

The LICENSOR grants the LICENSEE a non-exclusive licence to use that part of the building known as The Building Block, Waterfront House, Bridge Street, Sligo comprising the WORKSTATION and OFFICE AREA in common with other Licensees.

The LICENSOR reserves the right to move the LICENSEE to another WORKSTATION within the OFFICE AREA on 2 weeks' written notice.

The licence is subject to the RULES AND REGULATIONS

This license may be terminated by either party on giving the other party one month's notice in writing provided.

This license may be terminated by the LICENSOR without notice if the LICENSEE is in breach of the terms hereof of the RULES AND REGULATIONS.

### Licensor's Covenants

#### **The LICENSEE agrees to:-**

- a) To pay the LICENCE FEE promptly by standing order to the LICENSOR'S bank account or such other account as may be nominated by the Licensor from time to time on the 01 day of each month;
- b) Not to assign, sublet, licence or otherwise share or dispose of its interest in the licensed area without the consent in writing of the LICENSOR;
- c) Not to permit use of the WORKSTATION save by the User(s).
- d) To permit only one USER to occupy or attend at the WORKSTATION at any given time.
- e) To adhere to the RULES AND REGULATIONS as published from time to time;
- f) Not to access the PREMISES outside the HOURS OF ACCESS;
- g) To keep the WORKSTATION and its immediate environs clean and tidy and to make proper arrangements for the disposal or removal of rubbish.
- h) On expiry of the term, to deliver up the WORKSTATION in the same condition as it was at the LICENSE COMMENCEMENT DATE allowing for normal wear and tear.
- i) To pay the DEPOSIT before the LICENSE COMMENCEMENT DATE to be used as security by the LICENSOR for any breach of this agreement or of the RULES AND REGULATIONS.

#### **And the LICENSOR agrees:-**

- a) To permit the LICENSEE full and free access to the WORKSTATION in return for the LICENCE FEE;
- b) To maintain and keep the OFFICE AREA in good and clean upkeep and condition;
- c) To permit the LICENSEE the fair use of the EVENT AREA and kitchen and bathroom facilities in the OFFICE AREA.
- d) To ensure that the other LICENSEES in the PROPERTY are bound by terms similar to the same terms hereof and to ensure insofar as is practicable, that the LICENSEES adhere to the terms of their licences and to the RULES AND REGULATIONS.
- e) On termination of the License, to refund to the LICENSEE the DEPOSIT less any deductions made in respect of any loss or damage caused or created by the LICENSEE.

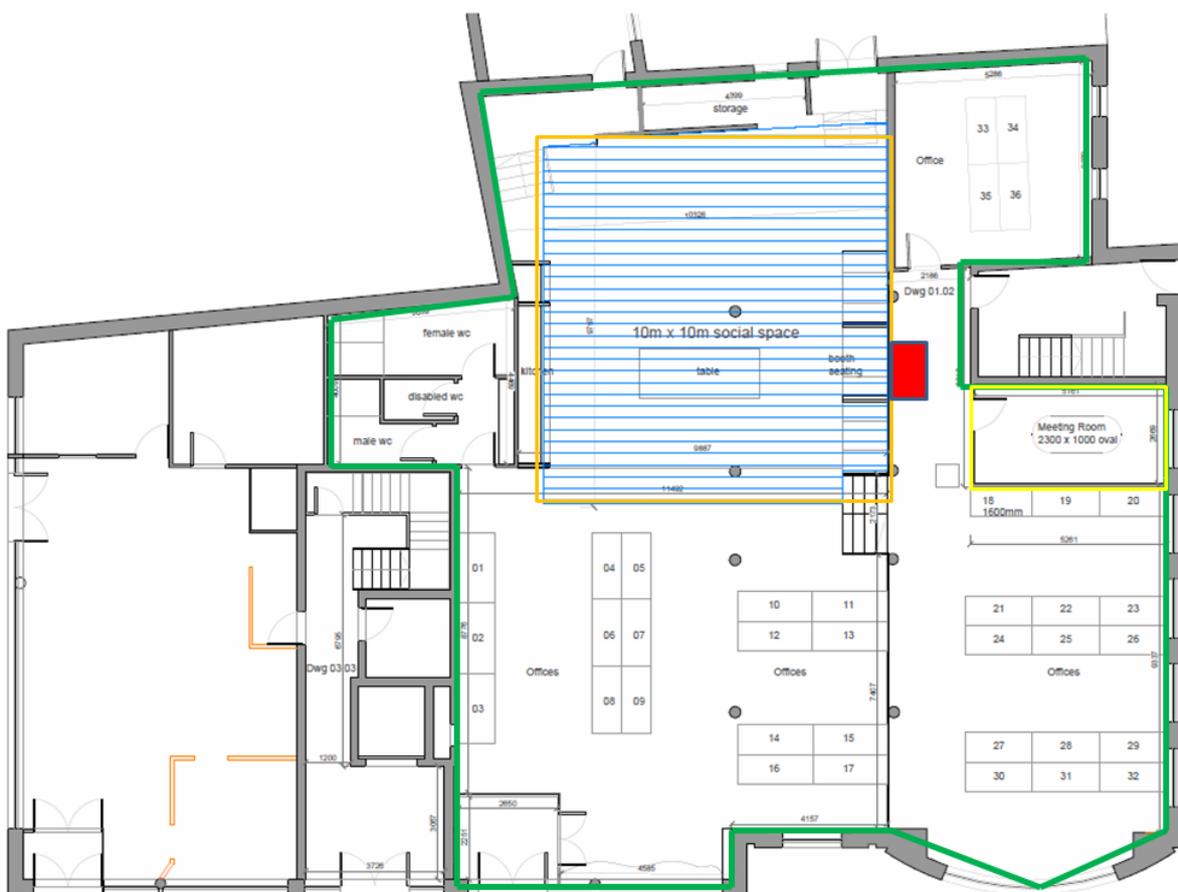
APPENDIX A

The OFFICE AREA as outlined in GREEN

The WORKSTATION as outlined in RED

The MEETING ROOM as outlined in YELLOW

The EVENT AREA as outlined in ORANGE



## SECOND SCHEDULE

### **RULES & REGULATIONS**

- a) The LICENCEE and its USERS occupy the PREMISES at their own risk.
- b) The LICENSOR is not responsible for any loss or damage caused to any items on the PREMISES and it is for the LICENSEE to ensure that all valuables are securely locked or taken from the PREMISES by the LICENSEE.
- c) The LICENSEE must ensure their personal possessions are fully insured against loss and damage.
- d) The LICENSEE should report all issues in writing to the PROPERTY MANAGER.
- e) The WORKSTATION to be used for office use only. Only standard office use appliances to be kept on site.
- f) Only ONE USER per WORKSTATION are permitted to work concurrently
- g) A maximum of TWO USERS are allowed to be assigned per WORKSTATION
- h) The main entrance door to be kept closed and locked at all times to ensure a secure and shared office environment for all LICENCEES.
- i) The shared OFFICE AREA is a professional working environment and not to be used for off street sales or public access
- j) Access codes or fobs provided to LICENCEE are not to be shared. The LICENCEE should always use their personal fob to access the PREMISES
- k) Access codes and fobs expire automatically on the expiration of the Licence. It is the responsibility of the LICENCEE to ensure their Licence is renewed to ensure fobs and codes are extended for ongoing use.
- l) Please note the Office Area is monitored by CCTV
- m) Fire exits are alarmed and monitored and should never be used to enter or exit save in the case of genuine emergency;
- n) USERS are required to sign in, in accordance with directed procedures on reaching the PREMISES and will ensure that each of its invitees also sign in.
- o) LICENSEES may not use the licenced WORKSTATION for meetings.
- p) The MEETING ROOM can be booked using the shared Building Block calendar, see [www.TheBuildingBlock.ie](http://www.TheBuildingBlock.ie). The MEETING ROOM can only be booked for a maximum duration of TWO hours in any one day by any one WORKSTATION, and a maximum of EIGHT hours in any one working week by any one WORKSTATION. This ensures the Meeting Room has fair use by all LICENCEES. The MEETING ROOM must be kept clean after use. Please leave it as you would like to find it.
- q) Potential customers, guests or clients of the Licencee are to be signed in and to visit with booking only.
- r) Meetings with invitee to occur in meeting areas only to prevent disruption to other LICENCEES.
- s) Your invitee should be accompanied by you at all times on their visit.
- t) No signage to be erected on windows, doors, or facade of premises or in shared work area without advance written consent of LICENSOR
- u) LICENSEES must keep their WORKSTATIONS clean and tidy.
- v) Personal printers should be kept under the WORKSTATION and not on top
- w) No food may be consumed at the WORKSTATION at any time.
- x) The LICENSEE may only use the WORKSTATION for the purposes of an office and/or work station and THE OFFICE AREA may not be used for any purpose which the LICENSOR in its reasonable opinion might believe to be immoral, illegal or otherwise injurious to the character of the PREMISES.
- y) The LICENSOR is committed to creating a sustainable environment for work and LICENSEES must commit to adhering to all reasonable requests of the LICENSOR designed to reduce energy consumption in the premises, including turning off monitors and devices and maintaining the internal climate of the PROPERTY.
- z) Heating and lighting should be turned off when not in use and when outside of the MAIN HOURS OF USE

- aa) The LICENSEE must keep the COMMON AREAS and walkways free from obstruction, leads, cables, personal items, clothing and baggage and will immediately comply with all reasonable requests of the LICENSOR, its servants or agents to reduce any health and safety risk.
- bb) The LICENSOR'S safety statement is furnished herewith and all LICENSEES are required to adhere to the terms thereof at all times.
- cc) The LICENSEES shall ensure that all personal items of clothing, baggage and bicycles are stored in the designated areas for such storage.
- dd) Bicycles are not permitted in the Office Area.
- ee) The LICENSEES will use designated rubbish and litter containers as directed from time to time by the Licensor, its servants or agents and will not dispose of items outside the designated areas.
- ff) The LICENSEES understand that they are sharing a work area with other LICENSEES and they must keep all unnecessary noise to a minimum. In particular, no LICENSEE is to permit or cause the playing of music or any other audible transmissions or to cause or permit or allow the escape of loud noises of any sort of noxious fumes or to display, circulate or otherwise permit to be seen, any materials which in the reasonable opinion of the LICENSOR are illegal, immoral or injurious to the character of the premises.
- gg) The LICENSEE must adhere to any regulations laid down or the direction of the appointed fire officer of the LICENSOR.
- hh) The premises is a no-smoking area. No smoking or use of e-cigarettes is permitted outside the designated smoking area in the premises.
- ii) No car parking is provided by the Licensor.
- jj) The LICENCEE can purchase car parking permits for adjoining and local car parks directly at <http://www.sligococo.ie/text/Services/Parking/CarParks/>
- kk) Bicycles may only be parked in the designated cycle parking area as indicated from time to time by the Licensor.
- ll) The Kitchen Area is to be used for coffee/tea/drinks, heating meals, but not to be used for cooking meals whereby smells are created in the office area
- mm) Kitchen Area to be kept clean by the USERS who must clean up after themselves with all cutlery/glasses/delph cleaned and stored and work benches wiped. Whilst a cleaner will maintain the Kitchen and shared spaces, they are not expected to clean up after Licencees.
- nn) The EVENT AREA is a communal area is made available for breakout discussions and events and presentations.
- oo) The Building Block Diary should be used for all event bookings and should only be used for professional events with written consent from the Licensor.
- pp) The printer/scanner/fax machine is a managed print service provided by Compupac Ltd. All maintenance issues should be addressed to Compupac Ltd.
- qq) The Office Space is a wireless broadband environment. CAT6 cabling is not provided as standard. If it is required to your desk/device, please contact the Property Manager to quote for installation.

**APPENDIX B**

The Building Block recommends the purchase of optional extras for your desk. All are provided by **Radius Office Ltd.** and match the Demo Desk visible in The Building Block. Please note the CAT6 cabling is not provided per desk and all desks work on wireless systems. If CAT6 cabling is required at your desk please contact the Property Manager.

**THE BUILDING BLOCK**

**RADIUS OFFICE**



€149

**Mobile Metal 3-Drawer Pedestal**

- Fully lockable
  - Stationery inserts available
- (KITX-MP3/420/SLV)



€159

**Double Monitor Arm**

- Available as a single for €109
  - Can accommodate 6 monitors - POA
- (DA-2FSA-SLV)



€129

**Power, Data & USB Desk Module**

- Incl. 2 x Power, 2 x Data & 2 x USB
  - Other configurations POA
- (ABL-DTKW2PINF/1S/SC/2D-4)



€79

**Desk Mounted CPU Holder**

- Height adjustment from approx 320 to 500mm
  - Width adjustment for 50 to 77, 100 to 110 or 128 to 210mm
- (DA-BCPU-SLV)

Or all 4 for €435 - Contact [sales@radiusoffice.ie](mailto:sales@radiusoffice.ie) or log onto [radiusofficefurniture.ie](http://radiusofficefurniture.ie) for more info.

All prices ex. VAT, all prices include delivery.



### STANDING ORDER FORM

To the Manager


I/we hereby authorise and request you to debit my/our

Account Name*	
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Account Details

Sort Code	Account Number	Amount	Frequency
		€	<b>Monthly (on 1st)</b>

Beginning Date	End Date	Number of Payments

And Credit

<b>TBB Rent Account</b>
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Swift	Account Number
<b>BOFIE2D</b>	<b>IE72 BOFI 9054 4087 7402 03</b>

Quoting Reference

<b>"Desk No"-"Company Acronym"-TBB</b>	Unique Reference
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Signed	Date

Block Capitals

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\*Please ensure that the actual name on/of the account is included in this box so that we can accurately match your payment to our records.