



Hot Office Collective - Membership Agreement

Welcome to the “Hot Office Collective”. As a member of “HOC” you will be able to enjoy the benefits of accessing our shared space here at the Albany Business Centre, a commercial space to use for work, appointments and collaboration on an Ad HOC basis at a low cost to you with flexible roster of hours.

Memberships cost \$132 per year which gives you

- 1 free day (max 8 hours) or 2 free half days (max 4 hours) in the allocated space for each membership year.
- Extra hours in the space available at \$16 per half day (4 hours) or \$32 per full day (8 hours)
- Commercial address for:
your business registration [your registered business name, 222 Chester Pass Road Albany 6330]
to use on google places and other sites that require a physical address
- Redirection to your mailing address on file (it is your responsibility to ensure the address is correct i.e. if you move tell us)

Access to the centre’s facilities and services including

- High speed internet connection while using the hot office (or by arrangement – fees may apply) and Use of laptop computer (fees may apply)
- Use of standalone hot office printer (fees may apply)
- Kitchen facilities including tea, coffee and filtered water
- Shared spaces and break room area
- Commercial kitchen targeting food production and business development, (from Jan 2017 - Fees and hire rates will apply)
- Business advisors on your door step
- Parking

What is Business Local?

Business Local is a Small Business Development Corporation outreach service providing access to free advice and guidance to current and aspiring small business owners across Western Australia.

Local support for your small business

Business Local advisers provide free advice and guidance to help you start and grow your business - and being local, they really understand how things work in your area.

It will be made clear when you are receiving the free of charge Business Local service. You may choose to use the providers’ other services but you will be under no pressure or obligation to do so.

Get advice on:

- planning for success
- using the web to grow your business
- marketing your products and services
- managing your finances
- employing staff

Please attach proof of Public Liability Insurance Policy

Full Name of Business: (who are we billing?)

Contact Name:

Ph:Fax:

Email:

Mailing Address:

Membership costs - \$132.00 per year

PAYMENT OPTIONS:

- Cheque – made payable to Albany Business Centre
- Direct Deposit - Albany Enterprise Group, Inc. **BSB: 633-000 A/c No.: 134093111**

Receipt No:

Ref:

Please use '**Member+date**' as the reference when paying by direct deposit (ie Member141016)

- Credit Card - please complete the following: Visa / Mastercard (please circle)

Credit card number: EXP:/..... CCV (last three digits on the back).....

Name on card..... Signature:

- Cash – payment can be made in person at the Centre with reception

Please return form to: FAX (08) 9841 8197 EMAIL: admin@sbcgs.com.au

or Albany Business Centre, 222 Chester Pass Road, Albany WA 6330

Hot Office Collective Terms & Conditions

LICENSED AREA

The Licensor (Albany Enterprise Group Inc) grants to the Member, subject to the right of termination, a licence to use the area identified as Hot Office at the Albany Business Centre, Albany ("the Premises") for the use as approved by the Licensor.

USE AND MAINTENANCE OF AREA

The Member must:

- a) Keep the Area and the aisles and passages surrounding the Area clean and tidy during use. When finished leave the Area or any spaces used as they found them.
- b) Not impede or interfere with the Licensor's rights of possession and control over the Area and the Premises. At all times be mindful and considerate of others using the Centre.
- c) Not do or permit to be done in the Area anything which in the opinion of the Licensor may be detrimental to the efficient and harmonious operation of the Albany Business Centre or its reputation.

INSURANCE

The Member must:

Not do or permit to be done anything which may void the Licensor's Policy of Insurance on the Premises, or increase the premium payable thereon, and at his own expense, comply with all recommendations of the Licensor's Insurers.

The Member must hold insurance:

- a) Public Liability with a minimum indemnity of \$5,000,000 the policy endorsed to indemnify the Albany Business Centre. A Copy of the policy or cover note is to be forwarded to the Centre Manager or the nominated insurance consultant.
- c) Evidence of insurance must be produced before use of the hot office or any of the shared spaces within the Centre and on an annual basis thereafter.

ALTERATIONS

The Member must:

- a) Not alter the Area or any fixture or fitting in it and not carry out any electrical work in any part of the Premises without written permission of the Licensor.
- b) Leave the Area in the same condition in which it is at the date of this Agreement and remove any temporary fittings on ceasing to use the Area.
- c) Comply with all written regulations made by the Licensor in relation to the Area or the Member's activities in it.

LICENSOR'S OBLIGATIONS

The Licensor shall:

- a) Give the Member and customers access to the Area from the parking lot and through the Premises at all agreed times.
- b) Not impede potential customers of the Member from access to the Area except where it may breach security arrangements.
- c) Provide access services to the premises as the Licensor may determine from time to time.

GENERAL CONDITIONS OF LICENCE

IT IS HEREBY AGREED AS FOLLOWS:

- a) The Licensor is not responsible for any loss or damage to the Licensee's files or equipment or merchandise howsoever caused.
- b) The licence created by the Agreement is personal to the Member and the Member may not assign, sublicense or otherwise deal with any rights or obligations under this licence.

- c) The Member does not have exclusive possession of the Area. Accordingly, this licence is not to be construed as a tenancy.
- d) The terms of this Agreement are the full terms agreed between the parties and the Member has not been induced to enter into this agreement by any representation or warranty (written or oral) made by or on behalf of the Licensor.
- e) The Licensee acknowledges to have read and understand the conditions given.

SUCCESS OR FAILURE OF Member's Business

The Licensee specifically recognises and acknowledges that the business venture to be undertaken by the Licensee depends upon the ability of the Licensee as an independent business person, as well as other factors such as market and economic conditions beyond the control of the Licensor. The Licensee acknowledges that success or failure of the Licensee's business enterprise will be dependent on the business acumen and diligence of the Licensee and agrees that success or failure of the Licensee's business will not depend on the Licensor's performance. The Licensor makes no representations or warranties as to the success of the Licensee's business.

TERMINATION OF Membership

The Licensor may terminate this Membership immediately in the event of any breach by the Member of any term of this Agreement.

The parties have signed this agreement as a deed on the date first mentioned.

SIGNED BY MEMBER

DATE

WITNESSED BY

DATE

APPROVED BY AEG REPRESENTATIVE

DATE