

## -HOTDESK BOOKING CONDITIONS

### PERMISSION

1. Your completed Booking Form, signed by both parties & with all relevant charges paid in advance, grants you use of a single desk space ('Hotdesk') in the Hotdesking area at Nettle Hill for the authorised Booking Period.
2. Hotdesks are available between 9am & 5pm from Monday to Friday only (excluding public holidays).
3. The Booking Period refers to the date period as stated on the Booking Form or as paid for by subsequent payments. A five day booking does not have to be consecutive days and may be used up in half-days (ie a 4-hour block) or full days (9am-5pm).
4. A monthly subscription may commence on any day of the month and will end on the prior day of the following month (eg if booking starts on 5 Nov 2020 it will end on 4 December 2020).
5. Specific Hotdesks may not be reserved & availability will vary due to demand.
7. The Hotdesk booking fee includes: VAT, use of table/desk, chair, power, free Wi-Fi, service charges, on-site parking (subject to availability), use of self-service Coffee Bar & Chill area (excluding cost of food & beverages), toilets (including disabled)
8. Nettle Hill retains control, possession & management of the Hotdesk and all other areas & retains access rights at all times.
9. Access to the Hotdesking Area will not be permitted to anyone with a known criminal conviction.

### YOUR OBLIGATIONS

10. You are required to sign in and out at Reception as you enter and leave the building. You must display a valid parking pass in your vehicle windscreen for the duration of your visit to the Centre.
11. You are required to complete a brief induction which will take place prior to or during your first booking.
12. Your booking is conditional on you complying with these Booking Conditions & any Housekeeping Guidelines for the Centre that may be issued from time to time by Nettle Hill.
13. You must pay any costs, including legal fees, which Nettle Hill incurs in enforcing the Booking Conditions.
14. You are not permitted to transfer this Hotdesk booking to or allow use by another person who is not named on the Booking Form.
15. You are permitted visitors to the Centre by prior arrangement & they must sign in & out at Reception
16. Please ensure that the Hotdesk & all communal areas are kept clean, tidy & accessible at all times, placing all waste & recycling in the appropriate bins.

17. You must remove all of your possessions from the Centre at the end of the day, leaving your Hotdesk clear. Nettle Hill reserves the right to clear any items left at the end of the day.

18. Good care must be taken of all parts of the Centre, its equipment, fittings, furnishings & utilities, with no alterations or additions being permitted. You are liable for any damage caused by yourself or your visitors to the Hotdesk.

19. All accidents and incidents must be reported to Reception and the Incident Record Book be completed. A basic first aid kit is located by the tea and coffee station for all to use.

20. Under no circumstances are you permitted to use Nettle Hill as your business or registered office address. Nettle Hill will not accept any post/correspondence or postal deliveries on behalf of your organisation or its collaborators.

21. You are not permitted to display adverts, signs or merchandise from the Centre without relevant permission.

22. You shall not use the name, trademark or intellectual property of Nettle Hill without prior written consent of Nettle Hill.

23. Mobile phones & headphones are permitted but you must be considerate of other users. You must not make an unreasonable level of noise & must respect other users' privacy & convenience at all times.

24. You must not do anything illegal or which may be or become a nuisance or annoyance to Nettle Hill, to other users of the property.

25. You must not do anything which will or might weaken or destroy the legal effect of any insurance held by Nettle Hill in respect of the Hotdesk & the Centre.

26. You are responsible for insuring your equipment against loss, theft, damage & other usual risks.

27. You must indemnify Nettle Hill & keep Nettle Hill indemnified against any loss or liability they incur as a result of your use of the Centre &/or your breach of these Booking Conditions.

28. You are asked to adhere to the smoke-free policy that the Centre operates across the site.

29. Animals are not permitted in the Centre, with the exception of assistance dogs, without prior consent of the Centre.

30. Small quantities of printing and copying are available free of charge, however larger amounts will incur a charge.

#### TERMINATION/CANCELLATION

31. This booking shall end on expiry of: the date period paid for either on the Booking Form or by a subsequent payment; or any notice given by Nettle Hill to you in respect of any breach by you of the Booking Conditions; or not less than 24 hours notice given by Nettle Hill to you or by you to us, whichever occurs first.

32. Should you need to cancel, your booking fee is non-refundable.

33. Every endeavour will be made by Nettle Hill to fulfil your booking, however Nettle Hill retains the right to cancel any booking should the need arise, in which case Nettle Hill's

Nettle Hill Ltd Brinklow Road, Ansty, Coventry, Warwickshire, CV7 9JL

Tel: (024)

7662 1899 Email: [enquiries@nettlehill.co.uk](mailto:enquiries@nettlehill.co.uk) Web: [www.nettlehill.co.uk](http://www.nettlehill.co.uk)

---

Limited Company – Registered in England and Wales No. 4184986

V.A.T. No.

5450 155 67



liability will be limited to the refund of monies paid in respect of the booking or element of booking cancelled.

#### LIMITATION OF Nettle Hill'S LIABILITY

34. Nettle Hill is not liable for: the death of, or injury to, you or your visitors to the Centre; or damage to any of your or your visitors' property save that nothing in this Booking Form shall limit or exclude our liability for: death or personal injury or damage to property caused by negligence on the part of Nettle Hill or their employees or agents; or any matter in respect of which it would be unlawful for Nettle Hill to exclude or restrict liability.

#### THIRD PARTY RIGHTS

35. A person who is not a party to this Booking Form shall not have any rights under the Contract (Rights of Third Parties) Act 1999 to enforce any term of this Booking Form.

Nettle Hill Ltd Brinklow Road, Ansty, Coventry, Warwickshire, CV7 9JL      Tel: (024)  
7662 1899 Email: [enquiries@nettlehill.co.uk](mailto:enquiries@nettlehill.co.uk) Web: [www.nettlehill.co.uk](http://www.nettlehill.co.uk)

---

Limited Company – Registered in England and Wales No. 4184986      V.A.T. No.  
5450 155 67