

# **LISBURN ENTERPRISE ORGANISATION LICENCE TO USE AND OCCUPY OFFICE SUITE**

To: Name of Licensee  
Suite Number:

To promote the creation of new enterprises and additional job opportunities within the Lisburn area, Lisburn Enterprise Organisation Limited ("the Company") has provided accommodation and services at its premises ("the Centre") at Enterprise Crescent, Ballinderry Road, Lisburn for use on a temporary basis by new businesses and is prepared to offer to you the following terms and conditions. If you are willing to accept occupancy on such terms, then please sign and return two copies of this Licence to use and occupy the office Suite ('this licence'):

1.1 The Company will allow you to occupy (the Suite') from the DATE subject to the terms and conditions of this licence. Occupancy is not exclusive to you, and properly authorised representatives of the Company may enter the Office Suite at any time.

1.2 Either you or the Company can end the occupancy upon 30 days notice in writing.

2.1 (a) You will pay to the Company a Licence Fee in respect of your occupancy of the Office Suite and such of the amenities and facilities of the Centre as are included by the Company from time to time under this Licence.

(b) The licence fee until further notice is of £ per month plus VAT (payable by standing order in advance not later than 12 noon on the first day of each month, the first such payment or a proportionate part thereof in respect of the period from and including the DATE to be made on acceptance of this offer by you.

(c) You will pay to the Company on the date of this agreement a deposit equal to the licence fee for one month. Same shall be held by the company and shall not accrue interest. On termination of this licence, the Company may apply any part or all of the said deposit in partial or full fulfilment of any outstanding obligation to the Company under this agreement.

2.2 The Company may increase your licence fee at any time. On increase of licence fee, you will pay on demand the additional sum required to maintain a deposit in accordance with the preceding clause equal to one months licence fee.

2.3 On termination of the occupancy any licence fee previously paid in respect of any period falling after the date of termination shall be repaid to you immediately.

2.4 Neither the payment of nor the demand for any licence fee or the fact that the amount of licence fee is calculated by reference to a period shall create or cause the occupancy to become a periodic tenancy under the Business Tenancies (NI) Order 1996.

2.5 The Company will without affecting its legal rights seek to give you 30 days warning of its intention to increase your licence fee or terminate this licence.

2.6 Payment for administrative and other services available (in addition to services included within this licence) is due on presentation of invoice and payable immediately (and where paid by direct debit the Company will make the debit on invoice notification) to the Company. Non-payment of any such invoice / notification is a breach of this Licence and will result in the initiation of legal proceedings and the termination of licence to occupy. Interest may be charged in respect of any overdue payment at the rate of four percent per annum over the Base rate of Northern Bank Limited from the due date until date of actual payment.

3.1 You will pay the licence fee in accordance with clause 2.1.

3.2 You will pay and indemnify the Company against:

3.2.1 Value Added Tax chargeable in respect of any payments made by you under the terms of or in connection with this occupancy or in respect of any payment made by the Company where you agree to reimburse the Company for such payment.

3.3 You will pay the supplier and indemnify the Company for all charges for telephone and other supplies consumed on the Office Suite and pay for all equipment rents.

3.4 The licence fee payment includes (among other services) the costs of heating lighting decoration maintenance and cleaning the common parts of the Centre and any part thereof and of its use and occupation. You will pay the Company (on written notification of charge) for use of electricity and the air conditioning in the office suite at the cost to the Company as measured on a metered basis.

3.5 You will keep the internal coverings of the walls of the Office Suite and the floor and ceiling finishes of the Office Suite and the doors and door frames and the windows and window frames of the Office Suite and all fittings and fixtures and the glass in the windows and the doors in good repair and maintain the decoration of the Office Suite in reasonable condition.

3.6 You will clean the internal windows of the Office Suite at least once a month.

3.7 The Company shall have access to the Office Suite:

3.7.1 to carry out works to any parts of the Centre (those works to be carried out causing as little disturbance to you as possible) and

3.7.2 to inspect the Office Suite.

3.7.3 to secure the Office Suite at any time, and particularly on termination of this licence.

3.7.4 for any other reason that the Company may determine.

Keys capable of gaining access to every part of the Office Suite must be provided to the Company, who shall hold same safely during the existence of this Licence.

3.8 You will use the Office Suite only for the purposes of matters relating to DESCRIPTION OF BUSINESS ACTIVITY and matters related to that business.

3.9.1 You will indemnify the Company in respect of all claims, damages, losses, costs, expenses, demands and liabilities made against or suffered or incurred by the Company arising directly or indirectly out of:

(a) Any act, omission or negligence and /or breach of statutory duty or that of your employees or any person at the Office Suite with your authority express or implied.

(b) Any breach or non observance by you of the terms of this licence or any reasonable regulation made by the Company in respect of the Office Suite or the Centre.

3.10 You will effect and maintain public liability insurance in respect of liability to third parties arising from your occupancy (including the Company and other occupiers of the Centre) for death, injury or property damage. You will also effect Employers' Liability Insurance if applicable.

3.11 You will pay to the Company the cost of repairing any damage to the Centre or any part thereof caused by you or your employees.

3.12 You will observe and satisfy all fire precautions required by the Company or the Fire Authority and will not keep any dangerous substance in or at the Centre.

3.13 (a) You will observe all Legislation applicable to your occupation of the Office Suite and will observe all regulations prescribed by the Company in respect of the use occupation and access to and egress from the Office Suite and the Centre and the use and occupation of the Office Suite and the Centre or any part thereof or anything therein belonging to or provided by the Company.

(b) You will if called upon by the Company produce to the Company any evidence the Company may reasonably require in order to show your compliance with the provisions of this licence.

3.14 On termination of this occupancy you will leave the Office Suite in a clean and tidy condition and will make good any damage caused to the Office Suite or at the option of the Company reimburse and indemnify the Company against the cost of making good such damage.

4.1 You shall not make any alteration or addition whatsoever to the Office Suite without the written permission of the Company.

4.2 You shall not use the Office Suite or any part thereof other than for the permitted use.

4.3 (a) You shall not do or permit at the Office Suite anything which may be or become or cause any nuisance, annoyance, disturbance, injury or damage (all as determined by the Company) to the Company or any adjoining owners or occupiers or the other occupiers of the Centre.

(b) You shall not use the Office Suite in breach of the title under which the Centre is held, nor for any dangerous, noxious, noisy or offensive trade or business or for any illegal or immoral act or purpose.

4.4 You shall not

4.4.1 part with or share the occupancy of the Office Suite or any part thereof to or with any other person.

4.4.2 assign, sell or otherwise dispose of this licence to any other body or person.

4.5 You shall not exhibit any sign or notice on or about the Office Suite or the Centre to be visible outside without the consent of the Company and when necessary the Planning Authority.

4.6 You shall not remove doors, cupboards, partitions or cut any data trunking, walls or the floor or the ceiling without written permission from the Company and in the event of any act forbidden by this clause to restore and make good the breach immediately following notice to do so.

5.1 You may have access over the entrance to the Office Suite at such times and subject to such conditions as may from time to time be contained in Regulations issued by the Company and shall not obstruct or impede the use of any part or facility of the Centre.

5.2 You may use the toilet and washing facilities in the central block building at such times and subject to such conditions as may from time to time be contained in Regulations issued by the Company.

5.3 You may use such other facilities as may be provided by the Company in the Centre for the use of its occupants at such cost and subject to such conditions as the Company may from time to time determine.

Signed: \_\_\_\_\_  
Licensee

Signed: \_\_\_\_\_  
Lisburn Enterprise Organisation Ltd

Witnessed: \_\_\_\_\_

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