

Terms & Conditions: Library and/or Lab hire

We are Stillpoint Spaces London. Our terms and conditions apply to the use of any meeting rooms and any associated services which we agree to provide to you ("Services").

Booking

1. Provisional booking

A provisional booking does not constitute a legal agreement between the parties. After a defined period, provisional bookings are automatically released to free space for confirmed bookings.

2. Confirmed bookings

A confirmed booking constitutes a legal agreement between the parties. A confirmed booking comprises the terms set out in your booking and these terms and conditions ("your agreement"). A confirmation of your provisional booking will be sent to you by email and, on receipt of your acceptance of the booking details and these terms and conditions, the booking will be deemed confirmed when you have paid your deposit.

3. Cancellation policy

This standard cancellation policy applies unless otherwise agreed in writing by us.

The Library: Up to 24 hours before occupation: 50%

The Lab: Up to one week before occupation: 50%

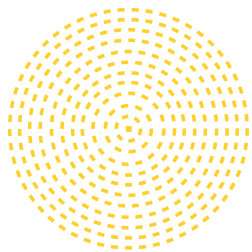
Under 24 hours: 100%

The above shows the proportion of the pre-reserved charges that will be invoiced should you cancel your confirmed booking.

Where a confirmed booking is cancelled, you are additionally liable for all charges for which we are liable to third parties (e.g. caterers and equipment suppliers)

Payment

The fee is the total of the meeting room and services hire charges quoted at the time of booking (the "Price"). The Price, plus local taxes, payable at the time of booking.



1. Payment terms

A deposit of 50% will be charged of the agreed hire fee as per the hire order document.

For Lab Hire: The remainder must be paid a week in advance of occupation.

For Library Hire: The remainder must be paid upon occupation.

2. Charges

Any additional charges for use of additional services at the centre (such as staffing, catering, or use of the coffee machine) plus VAT, will be charged at the going rate before or on the day of occupation.

Out of Hours Usage

Out of hours usage must be pre-approved by the Stillpoint Director or Front of House Manager in advance. You will be given the necessary keys and/or documents to enable you to use the facilities, and the phone number of an on-call member of staff.

Facilities

Use of any Services may be denied if:

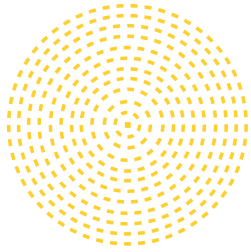
- You have not paid the quoted price plus local taxes or
- You are in breach of your agreement; or
- You are in breach of the house rules

Your Agreement

Your agreement starts on the date your booking is confirmed and continues for the period stated in your booking form.

We may put an end to your agreement immediately by giving you notice if you breach any of your obligations. If we put an end to your agreement in this way, it does not put an end to any then outstanding obligations you may have, and you must indemnify us against all costs and losses we incur as a result of the termination.

Notices



All formal notices must be in writing.

Confidentiality

The terms of your agreement are confidential. Neither of us may disclose them without the others consent unless required to do so by an officer of the law or an official authority. This obligation continues after your agreement ends.

Applicable law

English law applies.

Using the Facilities

1. Comply with the law:

You must comply with all relevant laws and regulations in your use of the services at the Stillpoint Spaces London facility. You must not use them for illegal, obscene, immoral or defamatory purposes. You must not do anything that may:

- Interfere with the use of the facility by you or by others.
- Cause loss or damage to us or to the owner of any interest in the building.
- Bring the name of Stillpoint Spaces London and/or its Partners into disrepute

2. Business name:

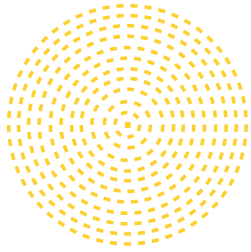
You must not use the name Stillpoint Spaces in any way in connection with your business.

Providing the Facilities

Suspension: we have the right to suspend the provision of services for reasons of political unrest, strikes, terror (actual or perceived) or other events beyond our control.

Liability

1. Our liability



STILLPOINT
SPACES
LONDON

23 Clerkenwell Close

London

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020 7253 3489

london@stillpointspaces.com

We are not liable for any loss resulting from our failure to provide any services unless we do so deliberately or are negligent. We are also not liable for any failure until you have told us about it and given us a reasonable time to put it right.

We will not in any circumstances have any liability for loss of business, loss of profits, loss of anticipated savings, loss of or damage to date, third party claims or consequential loss whatsoever.

2. Equipment Liability:

The client accepts responsibility for their equipment whilst on the premises. The client will not connect any equipment (either directly or by WiFi) to Stillpoint's systems without authority from the staff.

3. Stillpoint Spaces London facility equipment:

The Client is liable at all times for the loss or damage to any of our furnishings, décor & equipment.