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| A picture containing text  Description automatically generated | Terms and Conditions for Offsite Office Hot Desking: |

**Updated 09.03.2023**

1. **Payment:** The daily rate for hot desk use in Offsite Office is £20 per person per desk. Payment is taken at the time of booking the hot desking space.
2. **Access**: Access to the hot desk area is by key code, which will be provided upon payment. The hot desk area is available 7 days a week between 8am and 6pm.
3. **Confidentiality:** Hot desk users agree not to disclose the key code to anyone else. Only paying customers are allowed to use the hot desk area.
4. **Long-Term Rental:** Long-term rental options are available for the hot desk area. Discounted rates may apply for long-term rentals.
5. **Whole Space Rental:** The whole hot desk area can be rented at a discounted rate. This includes all available desks.
6. **Parking:** Free parking is available for all hot desk users. Please note that space within the immediate car park is limited however there is ample parking available in the surrounding areas.
7. **On-Site Cafe:** The on-site cafe is open Monday to Friday and is available for hot desk users.
8. **Internet:** Internet access is included in the daily rate for hot desk use.
9. **Free Tea and Coffee:** Free tea and coffee are available to all hot desk users.
10. **Damage:** Hot desk users are responsible for any damage caused to the hot desk area or equipment during their use.
11. **Liability:** Offsite Office is not liable for any loss or damage to personal belongings or equipment brought into the hot desk area.
12. **Compliance:** Hot desk users must comply with all Offsite Office policies, including those related to health and safety, and must follow any instructions given by Offsite Office staff.
13. **Termination:** Offsite Office reserves the right to terminate hot desk use at any time for any reason.
14. **Refunds:** No refunds will be given for hot desk use. This includes no shows. Cancellations made in writing 48 hours before the scheduled use may be entitled to a full refund.
15. **Changes:** Offsite Office reserves the right to change the terms and conditions at any time. Hot desk users will be notified of any changes.
16. **Insurance**: Please that the hot desk office and the building in which it is housed may be covered under separate insurance policies.  Further details and information on our insurance providers are available on request.
17. **Health and Safety:** Users are required to adhere to all health and safety policies both within the hot desk space and the premises. Accidents must be reported by email to [info@theoffsiteoffice.co.uk](mailto:info@theoffsiteoffice.co.uk)
18. **Emergency Contacts**: A copy of all emergency contacts are displayed in the hot desking space.

I agree to these terms and conditions.