



WHEATRIG BUSINESS HUB

DESK OCCUPIER TERMS & CONDITIONS

In these terms and conditions, the following phrases shall have the meaning assigned to them:

“Wheatrig Business Hub” means the offices known as and forming Wheatrig Business Hub, Longniddry shown outlined in red on the plan annexed.

“Designated Car Park” means the car park at Wheatrig Business Hub, Longniddry shown outlined in blue on the plan annexed.

The term “Hub Operator” shall mean Anna and William Thomson of J&J Thomson who manage Wheatrig Business Hub

“Desk Occupier” shall mean you, as the user of a designated desk within Wheatrig Business Hub.

- Payment of the (daily occupier) daily fee (£20 plus VAT) to the Hub Operator entitles you, the Desk Occupier, to use one desk designated by the Hub Operator, plus other facilities, during the time period from 8am until 6pm on the relevant day
- Booking and payment by the Desk Occupier to the Hub Operator must be made in advance using the online desk booking system
- The daily desk occupancy fee is inclusive of: Wi-Fi, maintenance, repair, cleaning, lighting, decorating, security, provision of plant and

equipment, compliance with statute, provision of electricity, water and other utilities, limited tea and coffee supplies and general management

- The Hub Operator shall not be liable for any loss or damage caused as a result of the failure of any office systems or services or any event or occurrence outwith the control of the Hub Operator
- You, as the Desk Occupier, have the right to use all communal areas within the building known at Wheatrig Business Hub. You shall keep the kitchen, toilets and shower clean and tidy at all times.
- Premises at Wheatrig Business Hub are for office use only. A Desk Occupier is not permitted to undertake any activity which would be a nuisance, annoyance or cause of damage to the Hub Operator or the other occupiers at Wheatrig Business Hub
- The Hub Operator at their absolute discretion reserves the right to refuse entry to any person or persons to Wheatrig Business Hub and to eject and remove any person or persons from Wheatrig Business Hub and their belongings
- The Desk Occupier and any persons for whom they are responsible shall not interfere with the material structure of the building comprising Wheatrig Business Hub and shall leave all areas in the condition in which they were found
- The Desk Occupier shall not bring into any part of Wheatrig Business Hub any dangerous, inflammable or explosive substances, materials or liquids
- The Desk Occupier shall be responsible for any damage or loss which they cause as a result of their acts or omissions
- The Desk Occupier shall observe any reasonable directions or instructions issued by the Hub Operator in relation to the use of any part of Wheatrig Business Hub or the Designated Car Park
- In the event of a fire or other emergency, the Desk Occupier shall follow all fire safety rules and advice or guidance issued by the Hub Operator
- If the Desk Occupier becomes aware of a fire or other danger, they shall advise the Hub Operator as soon as possible, raise the alarm and alert other occupiers and take all reasonable precautions to prevent loss or damage
- The Desk Occupier shall follow all signage and instruction displayed within Wheatrig Business Hub in regard to Covid 19 safety measures

- Vehicle Parking at Wheatrig Business Hub is free of charge but is undertaken at your own risk. The Desk Occupier shall only be entitled to park one motor vehicle in the designated car park at Wheatrig Business Hub.
- Bicycles used by a Desk Occupier may be chained to the designated bike stand but are done so at your own risk
- If walking in proximity to any farm buildings, activity or any animals, the Desk Occupier does so at their own risk
- Occupiers of any part of the Wheatrig Business Hub are not permitted to have access to the private house courtyard or garden which lies to the south of Wheatrig Business Hub.
- The Hub Operator shall insure the building comprising Wheatrig Business Hub and all fixed equipment but takes no responsibility for loss, injury or damage to occupiers or their possessions.
- The Hub Operator reserves the right to refuse future bookings should the Desk Occupier not observe and comply with the terms and conditions for use of office space at Wheatrig Business Hub