

GENERAL RENTAL TERMS FOR VALLA'S AUDITORIUM, MEETING ROOMS, AND HUIPPU

1 Parties and scope of application

These general rental terms and conditions apply to the rental between Exilion Real Estate I Ky (Business ID 2133332-2) (hereinafter the **"Landlord"**) and the tenant who has made a booking for the auditorium and/or meeting rooms and/or other facilities (hereinafter the **"Tenant"**) concerning the auditorium and meeting rooms on the 1st floor of Kiinteistö Oy Itämerentori, the meeting rooms on the 15th floor, and Huippu on the 16th floor, which are owned by the Landlord.

The Landlord and the Tenant are hereinafter jointly referred to as the **"Parties"** and each individually as a **"Party"**.

These general rental terms and conditions are incorporated into the lease agreement for the auditorium and/or meeting rooms and/or Huippu on the 16th floor at the time of booking the leased premises. The booking together with these general rental terms and conditions and their appendices is hereinafter referred to as the **"Lease Agreement"**. In the event of any conflict between the terms expressly agreed by the Parties at the time of booking and these general terms and conditions, the terms agreed at the time of booking shall prevail.

The appendices to these general rental terms and conditions form part of the Lease Agreement to the extent that they apply to the Leased Premises. The Tenant undertakes to comply with the premises-specific instructions applicable to the Leased Premises.

2 Leased Premises

At the time of booking, the Parties shall identify and confirm the specific auditorium, meeting room(s) and/or Huippu premises that are subject to the Lease Agreement (the **"Leased Premises"**).

3 Lease Term

The Leased Premises are leased for a fixed term, as confirmed by the Parties at the time of booking (the **"Lease Term"**). The facilities are primarily available for hire on weekdays from 8:00 to midnight. Weekend bookings can be arranged separately with the host.

4 Rent

The Parties shall confirm the rent payable by the Tenant under the Lease Agreement at the time of booking (the **"Rent"**).

Value-added tax at the applicable rate shall be added to all rent and other charges payable under the Lease Agreement.

The Rent shall be payable in accordance with a separate invoice issued by the Landlord.

If the Leased Premises are Huippu on the 16th floor, the Tenant may be charged a cleaning fee of EUR 200 if Huippu is left in an untidy or otherwise unsatisfactory condition at the end of the Lease Term.

The Rent includes the Tenant's ordinary use of electricity and data connections in the Leased Premises, as well as any dishes, coffee, and tea available at coffee points there, where applicable.

Use of the coffee machines located at the coffee points is permitted only for users of the meeting rooms and Huippu.

Users of the auditorium must order any coffee and tea service separately through a catering provider.

The equipment available at the coffee points varies by floor as follows:

- 1st-floor meeting rooms: coffee machine, coffee cups, water tap, water glasses, and tea
- 15th-floor meeting rooms: no coffee point
Coffee service and other catering can be ordered separately through a catering provider.
- 16th-floor Huippu: coffee machine, coffee cups, water tap, water glasses, and tea

The Tenant also has access to a host, who assists users of the auditorium, meeting rooms, and Huippu with bookings, catering orders, and practical arrangements on weekdays from 8:00 to 16:00. If the use of the facilities requires host services outside these hours, this must be agreed in advance with the host, and any additional arrangements may be subject to a separate charge.

If the number of participants at the event exceeds 50, the Tenant must purchase an additional host service for the event, which will be charged in accordance with a separate price list.

Default interest on all payment obligations under the Lease Agreement shall accrue in accordance with the Finnish Interest Act (633/1982, as amended).

5 Booking timing and the Tenant's right of cancellation

Meeting rooms may be booked no more than six (6) weeks before the reserved date.

The auditorium and Huippu on the 16th floor may be booked no more than one (1) year before the start of the booking. Exceptions may be agreed separately with the host.

The Tenant has the right to cancel the booking and terminate the Lease Agreement before the start of the Lease Term as follows:

- Tenants of the building cancel their booking through the inBliss booking system.
- Other companies and organisations cancel their booking in writing by email to host@vallahelsinki.fi.

Notice of cancellation of the booking and termination of the Lease Agreement must be given in accordance with the following deadlines:

- a) If the Leased Premises are located in the meeting rooms on the 1st or 15th floor, notice must be given at least two (2) business days before the start of the Lease Term.
- b) If the Leased Premises are located in the auditorium on the 1st floor or in Huippu on the 16th floor, notice must be given at least one (1) week before the start of the Lease Term.

If the Leased Premises consist of facilities referred to in both items a) and b), the different facilities included in the Leased Premises shall be considered separately for the purposes of the Tenant's right of cancellation in accordance with items a) and b).

In the event of a cancellation made other than in accordance with the deadlines set out in items a) and b), the Tenant shall be obliged to pay the Rent to the Landlord in full.

For the avoidance of doubt, any catering service ordered by the Tenant for the Leased Premises constitutes an agreement between the Tenant and the relevant catering service provider that is separate from the Lease Agreement, and the Tenant is responsible for cancelling any catering orders in accordance with the terms applicable to the order between the Tenant and the relevant catering service provider.

6 Transfer of possession of the Leased Premises and expiry of the Lease Term

Possession of the Leased Premises shall be transferred to the Tenant at the beginning of the Lease Term. The Leased Premises are leased in the condition they are in at the beginning of the Lease Term. The Tenant has familiarised itself with the Leased Premises and accepts them, together with their equipment, in their current condition. The Tenant must inspect the Leased Premises at the beginning of the Lease Term and immediately notify the Landlord in writing of any deficiencies, defects, or damage.

At the end of the Lease Term, the Tenant must return the Leased Premises in the same condition as at the beginning of the Lease Term, excluding normal wear and tear resulting from their intended use. Ordinary cleaning of the Leased Premises is included in the Rent and shall be the Landlord's responsibility.

The Tenant is responsible for ensuring that any persons present in the Leased Premises or in other parts of the building with the Tenant's permission or involvement leave the premises at the end of the Lease Term. If the Lease Term ends after the building's lobby service has closed, the Tenant must also ensure that the building's exit doors lock properly when leaving the building. The Tenant is responsible for any costs arising from automatic alarms caused by unlocked exit doors.

7 Use and condition of the Leased Premises and the Tenant's liability

The Leased Premises are made available exclusively for use in the Tenant's business operations and for ordinary meetings and/or corporate hospitality purposes.

The Tenant is obliged to use the Leased Premises, any other premises in the building made available under the Lease Agreement,

and any property with due care, and to comply with all applicable regulations and standards relating to, among other things, safety, the environment, health, and cleanliness. The Tenant is responsible for using the facilities in accordance with the Lease Agreement and for ensuring their safe use, not only on its own behalf but also in respect of its personnel, customers, and any other third parties present in the Leased Premises or in other parts of the building with the Tenant's permission or involvement. Any breach of this condition shall be deemed a material breach of contract.

If the Leased Premises are Auditorium Karhu, the Tenant also undertakes to comply with the "Auditorium Karhu – Instructions for Tenants" attached to these general rental terms and conditions.

If use of the Leased Premises includes use of the hot tub, the Tenant undertakes to comply with the Hot Tub Instructions attached to these general rental terms and conditions.

The Tenant is aware that the Leased Premises are located in an office building that will also have other users during the rental. The Tenant undertakes to use the Leased Premises and any other premises in the building made available under the Lease Agreement in such a way that the activities of the Tenant and of the Tenant's personnel, customers and any third parties present in the Leased Premises or in other parts of the building with the Tenant's permission or involvement do not cause any disturbance or noise exceeding what is customary in a normal office environment, or any damage, nuisance or danger, to other users of the building, their activities or their property. Any breach of this condition shall be deemed a material breach of contract.

The Tenant must immediately remove from the Leased Premises and the building any persons present with the Tenant's permission or involvement who behave disruptively or otherwise in a manner that may cause disturbance, damage, nuisance, or danger to themselves, third parties, the Landlord, the Leased Premises, the building, the real estate company, or any property. Any breach of this condition shall be deemed a material breach of contract.

Smoking is prohibited in the Leased Premises and in all other parts of the building in which the Leased Premises are located. If the Tenant breaches this smoking prohibition, the Tenant shall pay a fee of EUR 100.

The Tenant must promptly notify the Landlord of any deficiencies, disturbances, or repair or maintenance needs observed in the Leased Premises or in other parts of the building. The Tenant must always take immediate action where necessary to prevent or limit imminent damage to property or danger to life or health.

If any act, omission, negligence or property of the Tenant, or of the Tenant's personnel, customers or any other third parties present in the Leased Premises or in other parts of the building with the Tenant's permission or involvement, causes damage to the Landlord, the Leased Premises, other parts of the building, the real estate company or third parties using the building, the Tenant shall be fully liable for that damage to the Landlord, the real estate company and/or any third parties. For clarity, such liability includes any loss of rental income. If the Landlord incurs costs because the Landlord or the real estate company, as owner of the building, is held primarily liable under applicable law for damage suffered by a third party as a

result of the above-mentioned activities or property, the Tenant shall reimburse the Landlord or the real estate company for such costs in full.

Any damage to the furniture, equipment, fixtures or other movable property in the Leased Premises will be charged in accordance with the Damage and Additional Charges Price List attached to these general rental terms and conditions.

The Tenant is obliged to reimburse the Landlord for all costs arising from the storage of any property or items left in the Leased Premises or in other parts of the building by the Tenant or by the Tenant's personnel, customers or any other third parties who were present in the Leased Premises or in other parts of the building with the Tenant's permission or involvement, as well as for any other measures related to such property or items. For the avoidance of doubt, the Landlord has no obligation to store any property or items left by the Tenant in the Leased Premises.

8 Limitation of the Landlord's Liability

The Landlord shall not be liable for any damage caused to the property or business operations of the Tenant or any third party arising from the Lease Agreement or the use of the Leased Premises.

The Landlord shall also not be liable for any personal injury or other damage arising from the Lease Agreement or the use of the Leased Premises, or occurring in the Leased Premises, that may be suffered by the Tenant or by the Tenant's employees, customers, or other third parties present in the Leased Premises with the Tenant's permission or involvement.

The Landlord shall not be liable for any disruptions or interruptions affecting electricity, telephone, telecommunications, water, sewerage, heating, or other building services networks, or for any resulting damage, including any damage to the Tenant's business operations. Interruptions or restrictions affecting building services systems shall not entitle the Tenant to any reduction in Rent or compensation.

The Landlord's maximum liability under this Lease Agreement shall not exceed the Rent, excluding value-added tax.

The limitations of the Landlord's liability set out in this section 8 shall not apply to damage caused by the Landlord intentionally or through gross negligence.

9 Insurance obligation

The Tenant is obliged to take out and maintain insurance covering the Tenant's activities carried out in the Leased Premises and, among other things, the Tenant's own property or any third-party property located in the Leased Premises, as well as any related damage.

The Landlord is responsible for ensuring that the property in which the Leased Premises are located is insured under customary full-value property insurance. The property insurance does not cover damage to movable property owned or possessed by the Tenant or a third party.

10 Assignment of lease rights

The Tenant may not transfer possession of the Leased Premises or any part thereof to a third party. Subletting, further leasing, and any other assignment of lease rights are prohibited.

11 Landlord's right of access to the Leased Premises

For the purpose of monitoring the condition and maintenance of the Leased Premises, the Tenant must, without delay and at an appropriate time, allow the Landlord or the Landlord's representative access to the Leased Premises.

12 Governing law and dispute resolution

The Lease Agreement and its interpretation shall be governed by Finnish law, excluding its rules on choice of law.

The Parties shall endeavour to resolve any disputes arising from the Lease Agreement through negotiations between the Parties. If a dispute cannot be resolved through negotiations, any disputes arising from the Lease Agreement shall be finally settled by arbitration in accordance with the Arbitration Rules of the Finnish Chamber of Commerce. The seat of arbitration shall be Helsinki, Finland. The language of the arbitration shall be Finnish.

13 Processing of personal data

Before entering into the Lease Agreement, the Tenant has familiarized itself with the privacy notice, which describes the legal basis on which and the purposes for which Exilion Management Oy processes personal data on behalf of the Landlord, as well as the rights relating to the processing of personal data. The privacy notice is available at www.vallahelsinki.fi.

AUDITORIUM KARHU – INSTRUCTIONS FOR TENANTS

Furniture and use of the space

- Auditorium with 227 seats and one accessible wheelchair space
- Use of the foyer
- 2 catering tables
- 4 high tables

Technology

The auditorium rental includes the following basic presentation technology:

- LED display for presentations, 3840 x 1080 px, with two images side by side and freely selectable
- Presenter confidence monitor
- USB-C and HDMI connection for your own computer
- Teams / Zoom / Google Meet using your own computer
- Controllable camera in the room
- 1 gooseneck microphone
- 2 headset microphones
- 2 wireless handheld microphones

Additional technology is available according to a separate price list, for example:

- Presenter lighting
- Additional microphones, 4 pcs (4 headsets)
- Technician during the event
- Streaming services

Catering

- Use of the coffee machine is not included in the auditorium rental.
- We recommend ordering coffee and other catering through a catering provider.
- The customer is responsible for arranging and serving refreshments during the event.
 - If needed, we can provide a host to assist with catering and practical arrangements. Price: EUR 50/hour + VAT (minimum charge 4 hours).

Rental terms

- The rental includes assistance with connecting your own computer to the auditorium display and sound system at the start of the event.
- After this, the customer is responsible for running the presentation and presentation materials during the event.
- If the event requires technical support throughout the event or other special equipment, please inform us well in advance (see price list).

ADDITIONAL AV SERVICES PRICE LIST:

Events up to 2 h / Service packages	BYOD+ Technical Support	Teams / Zoom - Hybrid	Streaming - Premium
Technician	EUR 150/h (min 3 h)	✓	✓
Second technician	–	–	✓
Cameras	1 camera	1 camera	2–3 cameras
Microphones (included with venue)	2 headsets + 2 handheld microphones + 1 table microphone	2 headsets + 2 handheld microphones + 1 table microphone	2 headsets + 2 handheld microphones + 1 table microphone
Additional services			
Additional microphones (4 pcs, headset)	+ EUR 150	✓	✓
Extended presentation technology (2 presentation computers + second presenter display)	+ EUR 350	✓	✓
Teams management	Managed by the customer	✓	✓ (as needed)
Branded viewing page	–	–	✓
Recording	Possible, customer's own Teams	✓	✓
Technical planning	–	–	✓
Event production	+ project-specific	+ project-specific	+ project-specific
Event Design - digital and physical event environments	+ project-specific	+ project-specific	+ project-specific
Pre-event meeting	–	–	✓
Dedicated host on-site at Auditorium Karhu	+ EUR 150	✓	✓
Pricing, VAT 0%	From EUR 450 + additional services	From EUR 2,150	From EUR 4,650

DAMAGE AND ADDITIONAL CHARGES PRICE LIST

Category	Item / Service	Price, VAT 0%
Furniture	Hay Mags sofa	3 109 €
Furniture	Hay Slit XL coffee table, walnut	206 €
Furniture	&Tradition Tung table, small, red	262 €
Furniture	Round glass coffee table	1 000 €
Furniture	Narbutas Giro stool, Ø 400 mm, height 487 mm	202 €
Furniture	Mara Argo Libro Round café table	6 638 €
Furniture	&Tradition Rely HW55 chair	514 €
Furniture	&Tradition Colette lamp, white	187 €
Furniture	New Works Covent Club Chair armchair	734 €
Furniture	New Works Kizu Large lamp, Breccia Pernice marble base	257 €
Furniture	Aromas Dalt wall light	224 €
Outdoor furniture	Suvi Aintwood round table	191 €
Outdoor furniture	Suvi Aintwood chair, beige	106 €
Outdoor furniture	Cane-line Glaze coffee table, small, taupe	396 €
Outdoor furniture	Nardi Atlantico sun lounger, taupe	272 €
Outdoor furniture	EcoFurn Granny balcony set, black	199 €
Outdoor furniture	Honka terrace bench, 115 × 35 cm, wooden legs, antique stain/white	170 €
Outdoor furniture	SUVI hanging chair with stand, teardrop shape	532 €

Equipment	Terrace grill	600 €
Equipment	Meeting room display	5 910 €
Equipment	Coffee machine	6 800 €
Textiles	Carpet cleaning	150 €
Textiles	Textile cleaning	150 €
Textiles	Decorative cushion	100 €
Textiles	Curtain panel	250 €
Textiles	Curtain track	400 €
Textiles	Towel	80 €
Additional charges	Huippu cleaning fee	200 €
Additional charges	Breach of the smoking prohibition	100 €
Additional charges	Hot tub cleaning fee	300 €
Additional charges	Unauthorised use of the hot tub	200 €/day

**All prices are exclusive of VAT. VAT will be added at the applicable rate (currently 25.5%).
For broken or damaged items, an additional 50€ delivery fee will be charged on top of the applicable price listed in this price list.**

HOT TUB INSTRUCTIONS

Before use

- A maximum of 6 people may use the hot tub at a time.
- Please shower thoroughly before entering the hot tub. If you have used the sauna, please shower again before entering the hot tub.
- Open the cover fasteners carefully. Do not pull or force them.
- Remove the cover and place it in the recess between the sauna and the shower room, where it is protected from the wind.
- Always ensure the water level stays above the jets.
- Do not change or adjust the hot tub settings.
- Do not wear sunscreen in the hot tub.
- Food and drinks are strictly prohibited in the hot tub.

During use

- Use the designated button to switch the jets on and off.
- Please handle the controls and buttons with care.

After use

- Please shower thoroughly after using the hot tub.
- Replace the cover and make sure it is properly secured.
- Fasten the cover securely.
- Close the door when leaving.

If food, drinks, or any other foreign substances or objects enter the hot tub, the Tenant will be charged an additional EUR 300 cleaning fee.