

**THIS LICENCE** is dated the <<date>> and is made **BETWEEN:**

(1) [<<Licensor's Name>>, a company of the <<Country of Incorporation of Licensor's Company>> under number <<Licence Number>> whose registered office is at <<Licensor's Address>> (hereinafter known as the 'Licensor') and]

**OR** [<<Licensor's Name>> of <<Licence Number>> (hereinafter known as the 'Licensor') and]

(2) [<<Licensee's Name>>, a company of the <<Country of Incorporation of Licensee's Company>> under number <<Licence Number>> whose registered office is at <<Licensee's Address>> (hereinafter known as the 'Licensee'))]

**OR** [<<Licensee's Name>> of <<Licence Number>> (hereinafter known as the 'Licensee'))]

## 1. Definitions and Interpretation

1.1 In this deed, except where otherwise requires, the following terms shall have the following meanings:

'Licence Fee'	means the fee payable per month exclusive of value added tax;
'Licence Period'	[means the period from <<insert date>> to <<insert date>> (inclusive)] <b>OR</b> [means the period from <<insert date>> to and including the <<insert date>> in accordance with clause 2];
'Permitted Hours'	means the hours of use e.g. 8am to 6pm Monday to Friday <<insert hours>>;
'Permitted Use'	means the use of the Premises for the purpose of <<insert purpose>>;
'Premises'	means the premises <<insert address>> [shown for identification only and attached to this agreement] [including all fixtures and fittings in accordance with the schedule attached] <<insert address>> premises at <<insert address>>.

## 2. Grant of licence

2.1 The Licensor permits the Licensee to use the Premises for the Licence Period for the Permitted Use.

2.2 Either party can end the Licence Period by giving the other at least <<insert notice period>> notice taking effect at the end of <<insert notice period>>.

2.3 The Licensor may end the Licence Period with immediate effect by giving the Licensee notice if the Licensee is in breach of any of its obligations in clause 3.

2.4 This licence is personal and may not be transferred.

### 3. Licensee's covenants

- 3.1 The Licensee shall pay to the Licensors the value added tax in respect of it in advance and without set-off or counterclaim on the [first day] of every month and on the first day of every month of the Licence Period of the Licence Fee from and including the first day of the Licence Period to the [first day] of the current month.
- 3.2 The Licensee shall be required to be done any of the following:
- 3.2.1 use the Premises for the Permitted Use,
  - 3.2.2 use the Premises during the Permitted Hours;
  - 3.2.3 share occupancy of any part of them;
  - 3.2.4 make any alterations to the Premises;
  - 3.2.5 put any sign on the Premises without the prior written consent of the Licensors;
  - 3.2.6 cause any noise or disturbance to the Licensors or to the owners or occupiers of the Premises;
  - 3.2.7 <<insert any other conditions>>
- 3.3 The Licensee shall maintain and tidy and make good any damage caused.
- 3.4 If the Licence Fee is not paid in full by the end of the <<maximum length of time licence fee is allowed to be in arrears>> (whether formally demanded or not) the Licensee must pay interest on outstanding payments at the rate of <<rate of interest>> per annum above the base rate for the time being in force in the United Kingdom calculated on a daily basis on the amount unpaid or not paid until the date on which payment is made.
- 3.5 The Licensee shall indemnify the Licensors against all rates (including water rates and outgoings whatsoever of any other description) which are levied or imposed upon the Premises or the owner or occupiers of the Premises existing or novel nature.
- 3.6 The Licensee shall indemnify the Licensors against all charges incurred relating to water supply, electricity telecommunications and any other services supplied to the Premises including all standing charges and meter rents).
- 3.7 The Licensee shall not use the Premises and any interest in the Premises for any purpose other than the Permitted Use.
- 3.8 The Licensee shall permit the Licensors and all others authorised by the Licensors to enter the Premises at any reasonable time for the purpose of ascertaining whether the conditions of the Licence are being complied with and for any other purpose in the Licensors' interest in the Premises.
- 3.9 At the end of the Licence Period the Licensee shall vacate the Premises and remove all items belonging to the Licensee and possession to the Licensors.

### 4. Licensors' covenants

- 4.1 The Licensors shall provide the Licensee with the services and the cost of providing

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such services is included in the Licence Fee;

4.1.1 heating light

4.1.2 cleaning of the

4.1.3 maintenance

4.1.4 maintenance of  
building;

4.1.5 cleaning heat

4.1.6 shared toilet

4.1.7 furniture furni-  
suite;

4.1.8 shared equi-  
transmission

4.1.9 broadband in-

4.1.10 extension te-

4.1.11 the services

4.1.12 <<insert any

4.2 The Licensor shall allow  
to and egress from  
applicable).

## 5. General

5.1 The parties agree that  
arising solely by virtue  
enforce any terms of

5.2 All notices given under  
service the provisions  
Law of Property Act

to

city to the Premises;

ce hours;

to the Premises;

ers to the common parts of the

common parts;

n facilities;

t suitable for a high class office

ing scanning printing facsimile  
g;

nist;

ts employees and visitors) access  
common parts of the building (if

a party to this licence has no right  
ights of Third Parties) Act 1999 to

e in writing and for the purpose of  
es contained in Section 196 of the  
n this licence.

Signed by <<Name>> for and  
on behalf of the Licensor

Signed by <<Name>> for and  
on behalf of the Licensee