

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

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

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

[(2) <<Charity's Name>>, a charity registered in England under no. <<Company Registration Number>> whose registered office is at <<Charity's Address>> (hereinafter known as the 'Charity') and]

OR

[(2) The trustees (namely <<Insert Name of Trustees>>) of the charitable [trust] [unincorporated association] known as <<Charity's Name>> [a registered charity no: <<insert Charity Commission number>>] whose registered office address is at <<Charity's Address>> (hereinafter known as the 'Charity')]

OR

[(2) <<Charity's Name>>, a charity registered in England under no. <<Company Registration Number>> with its principal office in England at <<Charity's Address>> (hereinafter known as the 'Charity')]

1. Definitions and Interpretation

In this licence, except where the context requires, the following terms shall have the following meanings:

'Licence Fee' means the fee payable by the Licensee per month exclusive of value added tax;

'Licence Period' [means the period from <<insert date>> (inclusive) to <<insert date>> to and including the date of expiry in accordance with clause 2]; **OR** [means the period from <<insert date>> to and including the date of expiry 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 <<insert permitted use>>;

'Premises' means the premises <<insert address>> [shown for identification only and referred to in this agreement] [including all fixtures and fittings forming part of the premises at <<insert address>>];

'Service Costs' means the costs incurred by the Licensor in carrying out its obligations under the Licence;

'Final Service Charge' [means the proportion attributable to the Licensee of the Service Costs incurred by the Licensor in carrying out its obligations under the Licence];

OR

		[means <...> of the Ser	S	costs the licensee must pay>> %]
	'Interim Service Charge Instalment'	means a which is \$ the first s and after latest ser	A	ount of the Final Service Charge the Licensor gives the Licensee t (in accordance with clause 5) ne Final Service Charge on the
2.	Grant of Licence		M	
2.1	The Licensor permits	for the Permitted Use.	P	Premises for the Licence Period
2.2	Either party can end	<<insert notice period taking effect at the end	L	e by giving the other at least ce e.g. 1, 2, 3 months>> notice
2.3	The Licensor may end	the Licensee notice t obligations in clause 3	E	with immediate effect by giving nsee is in breach of any of its
2.4	This licence is person			ay not be transferred.
3.	Licensee's Covenants			
3.1	The Licensee shall pa	advance and without a every month and on t of the Licence Fee in the Licence Period to		alue added tax in respect of it in counterclaim on the [first day] of t shall pay a proportionate part m and including the first day of y] of the current month.
3.2	The Licensee shall no			be done any of the following:
3.2.1	use the Premis			e Permitted Use,
3.2.2	use the Premis			Hours;
3.2.3	share occupati			y part of them;
3.2.4	make any alter			remises;
3.2.5	put any signs	Licensor [such		the prior written consent of the sonably refused or delayed];
3.2.6	cause any nuis	occupiers of ar		ne Licensor or to the owners or s;
3.2.7	<<insert any of			
3.3	The Licensee shall k	damage caused.		and tidy and make good any
3.4	If the Licence Fee is u	fee is allowed to be in not) the Licensee mus on outstanding payme for the time being of amount unpaid or refu is made.		maximum length of time licence (whether formally demanded or t at the rate of <<rate of interest per annum above the base rate culated on a daily basis on the until the date on which payment
3.5	The Licensee shall p			emnify the Licensor against all

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rates (including water and outgoings whatsoever (including other description) whether or the owner or occupier).

charges assessments impositions levies or contributions of any kind (including any statutory or non-statutory parochial local or of any other kind) whether levied or imposed upon the Premises or not and of any existing or novel nature.

3.6 The Licensee shall be responsible for the payment of all charges relating to water supply and sewerage and any other services supplied to the Premises (including meter rents).

Licensors against all charges incurred by the Licensee in respect of electricity telecommunications and any other services supplied including all standing charges and

3.7 The Licensee shall be responsible for the payment of all charges relating to the Premises and any other services supplied to the Premises (including meter rents).

other correspondence received at the Premises or relevant to the Licensor's interest in the Premises.

3.8 The Licensee shall be responsible for the payment of all charges (including meter rents) to enter the Premises for the purpose of ascertaining whether the Premises are being complied with and for any other purpose.

and all others authorised by the Licensor for a reasonable time for the purpose of ascertaining whether the Premises are being complied with and for any other purpose in the Licensor's interest in the Premises.

3.9 At the end of the term of the Licence the Licensee shall remove all items belonging to the Licensee from the Premises and vacate possession to the Licensor.

Licensee shall vacate the Premises and vacate possession to the Licensor.

4. Licensor's Covenants

4.1 Subject to the Licence the Licensor shall provide the following services:

mentioned in Clause 5 the Licensor shall provide the following services:

4.1.1 heating light

access to the Premises;

4.1.2 cleaning of the

hours;

4.1.3 maintenance

to the Premises;

4.1.4 maintenance of the building;

to the common parts of the building;

4.1.5 cleaning heating

common parts;

4.1.6 shared toilet

facilities;

4.1.7 furniture furniture suite;

suitable for a high class office

4.1.8 shared equipment for transmission

including scanning printing facsimile

4.1.9 broadband internet

g;

4.1.10 extension telephone

ist;

4.1.11 the services

ist;

4.1.12 <<insert any

ist;

4.2 The Licensor shall allow access to and egress from the Premises (if applicable).

its employees and visitors) access to the common parts of the building (if applicable).

5. Service Charge

5.1 The Licensor must prepare a statement of the service charge for each year ending e.g. 31 December

statement prepared and sent to the Licensee on or before the start date when service charge year ends e.g. 31 December

5.1.1 states the Service Charge and shows the amount

period with sufficient particulars to show the amount for each category of expenditure;

- 5.1.2 states the amount of the Service Charge;
- 5.1.3 states the total of the Service Charge Instalments paid by the Licensee;
- 5.1.4 states the amount by which the Service Charge exceeds the total of the Instalments ('Deficit'), or vice versa ('Surplus');
- 5.1.5 is certified by [the Licensors' accountants] [the Licensors] as a true and correct summary of expenditure.
- 5.2 The Licensors will issue an estimate of the Service Costs (from the start of) each service charge year along with appropriate statutory and an apportionment of the Service Costs payable by the Licensee under this licence.
- 5.3 On each day on which the Licensee must pay the Licence Service Charge Instalment.
- 5.4 If a service charge statement shows a surplus, the Licensors must pay that sum to the Licensee.
- 5.5 If a service charge statement shows a deficit, the Licensee must pay that sum to the Licensors within the period specified in the statement.
- 5.6 Every service charge statement must contain as to the information in it.
- 6. General**
- 6.1 The parties agree that the Licensee has no right to enforce any terms of this licence (other than those contained in the Rights of Third Parties) Act 1999 to the extent that it is inconsistent with the provisions of this licence.
- 6.2 All notices given under this licence in writing and for the purpose of effecting the provisions contained in Section 196 of the Law of Property Act 1925 shall be deemed to be given in writing and for the purpose of effecting the provisions contained in Section 196 of the Law of Property Act 1925.

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

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

Note: Also add full name(s) of any further trustees for and on behalf of the Licensee