

**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>> 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) <<Charity's Name>>, a charity registered in England under no. <<Company Registration Number>> and which is a registered charity no: <<Charity's Address>> (hereinafter known as the 'Licensor')]

**OR**

[(2) The trustees (namely <<Insert Name of Charity>> the trustees of the Charity, not just those who are to be the signatories (see>>) of the charitable [trust] [unincorporated association] known as <<Charity's Name>> [a registered charity no: [insert Charity Commission number] (England and Wales) whose registered office address is at <<Charity's Address>> (hereinafter known as the 'Licensor')]

**OR**

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

## 1. Definitions and Interpretation

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

<b>'Common Parts'</b>	means the parts of the Licensor's Building and any other property owned by the Licensor which are shown edged yellow on the plan attached to this agreement which are provided for shared use by the tenants of the Licensor's Building and all persons authorised by them;
<b>'Licence Fee'</b>	means the fee payable by the Licensee per month exclusive of value added tax;
<b>'Licence Period'</b>	means the period from <<insert date>> (inclusive) to <<insert date>> (inclusive);
<b>'Licensor's Building'</b>	means the building owned by the Licensor [shown for identification only on the plan attached to this agreement] of which the Licensee is to have the use;
<b>'Permitted Hours'</b>	means the hours of use e.g. 8am to 6pm Monday to Saturday;
<b>'Permitted Use'</b>	means the use of the Premises for the purpose of <<insert purpose of use>> (being part of the Licensor's Building);
<b>'Premises'</b>	means the part of the Licensor's Building which is shown edged red on the plan attached to this agreement [including all fixtures and fittings in the Premises attached].

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- ascertaining whether the Licensee is complying with the License and for any other purposes.
- 3.10 At the end of the term of the License, the Licensee shall remove all items belonging to the Licensee from the Premises and shall vacate the Premises in possession to the Licensor.
- 4. Licensor's Covenants**
- 4.1 The Licensor shall grant (and its employees, volunteers and visitors) access to and use of the Premises over the Common Parts.
- 4.2 [The Licensor shall grant (and its employees, volunteers and visitors) to use the Premises over the Common Parts during the Permitted Hours of the License.]
- 4.3 [The Licensor shall pay the cost of any such services and the cost of providing such services is included in the Licence Fee.]
- OR**
- [The Licensor shall provide the following services and the cost of providing such services is included in the Licence Fee:]
- 4.3.1 heating light and power in the Premises;
- 4.3.2 cleaning of the Premises when the Licensor's Building is closed;
- 4.3.3 repair maintenance of the Premises;
- 4.3.4 cleaning heating and ventilation of the Common Parts;
- 4.3.5 repair maintenance of the Common Parts;
- 4.3.6 facilities and equipment for the delivery and collection of goods from the Premises for stock delivery and collection;
- 4.3.7 use of cloakroom and cold water and hand drying facilities;
- 4.3.8 maintenance of the Premises and landscaped areas within the Premises;
- 4.3.9 provision of refuse storage on the Premises affected by the Local Authority;
- 4.3.10 provision of central heating and a supply of hot and cold water to the Licensor's Building;
- 4.3.11 controlling of parking on those areas of the Common Parts and cycle parking;
- 4.3.12 <<insert details of services to be provided by the Licensor>>;
- 4.3.13 such further services as the Licensor may from time to time consider appropriate for the good estate management.]
- 5. Termination Rights**
- 5.1 [The Licensor may terminate the License at any time [after <<insert date>>] by giving to the Licensee notice of termination of 4, 6 weeks>> notice period to terminate lease e.g. 4, 6 weeks>>]
- 5.2 [The Licensee may terminate the License at any time [after <<insert date>>] by giving to the Licensor notice of termination of 2, 4 weeks>> notice period to terminate lease e.g. 2, 4 weeks>>]
- 5.3 [The Licensor may terminate the License at any time with immediate effect by giving to the Licensee notice of termination of 2, 4 weeks>> notice period to terminate lease e.g. 2, 4 weeks>>]

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giving the Licensee  
its obligations in cl  
and, where such b  
breach within <<n  
Licensor gives notic

the Licensee is in breach of any of  
ee may wish to add the following:  
ne Licensee fails to remedy the  
breach e.g. 7 days>> after the  
o].]

5.4 Termination under t  
either party has for

tinguish any rights of action which  
visions of this Licence.

## 6. General

6.1 The parties agree t  
arising solely by vir  
enforce any terms o

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

6.2 All notices given un  
service the provisio  
Law of Property Act

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 of Charity Trus  
Charity Trustee

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

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