

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

This **Licence** is made the _____ day of _____, of the year 20_____
between:

Clarendon House Serviced Offices care of Westcourt Management Services
Ltd. of 21 Wicklow St. Dublin 2. (Hereinafter called "The Licensor")

And:

(Hereinafter called "The Licensee) of the other part. In the case of all Licensees all
principles are required to sign jointly and severally and complete the enclosed
Guarantee.

Licence Agreement for Use of Office Facilities

Office Number: _____

Rent: €_____ per Month.

Deposit Paid: €_____ to be Paid on Signing of License.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

Previous Trading Name and Address

.....

.....

.....

.....

Previous Landlords Name & Address

.....

.....

.....

.....

Licensee's Home Name & Address

.....

.....

.....

.....

Licensee's Bank Name & Address

.....

.....

.....

.....

Bank A/C Number:

Bank Sort Code:

Licensee's PPS No. / Company

Registration No:

Licensee's Mobile Phone No:

Licensee's E-Mail address:

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

WHEREBY IT IS AGREED as follows:

1. Subject to the terms contained hereinafter the Licensor HEREBY GRANTS to the Licensee, Licence to use for OFFICE use only suite(s) No: _____ (Number in words: _____) at Clarendon House, 34-38 Clarendon St. Dublin 2. Access is permitted 24 hours a day. *
 - a. Access is permitted to visitors, guests and/or invitees during normal office hours only.
 - b. Outside of normal working hours visitors must be under the control and risk of the Licensee and/or Licensee's staff.
 - c. Outside of normal working hours and by special arrangement only Licensee may be permitted to have visitors, guests and/or invitees subject to the provision of a door security person at the point of access to the premises with all associated costs and expenses to be bore by the LICENCEE.

2. The Licence hereby granted is personal to the Licensee who shall not be entitled to share the said suite and services with any third party, or grant any rights in respect thereof to any such third party.

3. During the term of the Licence hereby granted, the Licensee shall pay to the Licensor, a Licence Fee for the rooms of €_____ euros (amount in words: _____ Euros) per month (together with any Value Added Tax which may be payable). This fee shall be paid on the first day of each calendar month, by **Bankers Standing Order**. *
 - a. During the term of the Licence hereby granted the Licensee shall pay to the Licensor, a Licence fee for _____ number car parking space to the rear of Clarendon House being car parking Licence Fee of €_____ euro (amount in words: _____ Euros) per month (together *

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

with any Value Added Tax which may be payable). This fee shall be paid on the first day of each calendar month, by Bankers Standing Order.

- b. Parking in a licensed space is permitted from 7.45am to 7.30pm Monday to Friday, It should be noted that Saturday, Sunday and Bank Holidays shall be expressly excluded.
- c. If as the result of any legislative enactments, instruments, rules or order or the exercise by the Government of powers vested in it imposing new duties or tariffs or altering existing duties or tariffs the amount of such shall be added to the Licence Fee.
- d. A Licence Fee Deposit of €_____ euros (amount in words: _____ Euros) is due to be paid on the granting of this Licence agreement, which shall be held for the period of this Agreement. This Deposit to be held by the Licensor as security against, a) failure by the licensee to pay any charges which may become due by the licensor, b) against any damages caused to the fixtures, fittings and other property of the Licensor (save normal wear and tear) which may be granted. Should this deposit not be sufficient to cover all monies due to the Licensor, the balance shall be paid by the Licensee on demand. *
- e. The Licensee agrees to observe and perform all the rules and regulations from time to time made by the Licensor for the Management of the office accommodation. The Licensee undertakes not to impede in any way the Licensor in its exercise of its rights of possession and control of the above mentioned suites at Clarendon House, 34-38 Clarendon St. Dublin 2, itself. The Licensee agrees to co-operate fully with the Licensor in enabling the Licensor to carry out inspections for cleaning and repairing the said suites (and all other reasonable purposes). Should repairs be necessary the Licensee

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

undertakes to fully co-operate with the Licensor to enable the said repairs to be effected.

- f. The Licensee will be required to setup a Bank Standing Order to assist in the payment of Licence Fee or the like.
- g. Payments of Licence fees later than the 1st day of each calendar month, whether demanded or not, shall be subject to a charge equal to the current Ulster Bank overdraft rate plus 3%, applied to the overdue amount on a daily basis from the due date, subject to a minimum charge of €45 euros (amount in words: Forty Five Euros) per calendar month.
- h. Payments of Service Invoices later than seven days from the due date whether demanded or not, shall be subject to a charge equal to the Ulster Bank overdraft rate plus 3%, applied to the overdue amount on a daily basis from the due date, subject to a minimum administration charge of €25 euros (amount in words: Twenty Five Euros) per month.
- i. The Licensee undertakes not to make any alterations or additions whatsoever to the said suites without prior written permission from the Licensor.
- j. It is further agreed that in the event that the Licensee installs a direct telephone communication line without prior consent of the licensor that there shall be an additional Licence Fee charge of €40 euros (amount in words: Forty Euros) per telephone line installed and that the Licensee shall be responsible for all costs and charges in connection with the installation and removal of the telephone communication line. This shall be paid in addition to the agreed License Fee(s). *
- k. That if the Licence hereby created should continue beyond the date hereinbefore stipulated it should in the absence of a new Agreement be deemed to be a license determinable by 28 [in words: twenty eight] days notice in writing by either party.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

1. That the Licensee shall be responsible for all costs and charges in connection with any waste over and above reasonable office waste including but not limited to corrugated cardboard, Styrofoam, heavy duty plastics, electronic machinery, computer equipment, stacked paper and all other non-working waste.

4. The Licensee undertakes to pay to the Licensor any charges (other than Licence Fee) which may be incurred by the Licensee within seven days of receipt of invoice, as incurred under this Licence and other agreements.

5. The Licence may be terminated by the Licensor should the Licensee having been notified in writing of a breach of the conditions contained herein fails to comply with same within a reasonable period.

6. This Licence may be terminated by either the Licensor or the Licensee at any time in or after the _____ day of _____, and by not less than four weeks written notice. Vacation of said suites must take place between business hours, Monday to Friday, on normal working days, excluding Bank Holidays *

7. The said suites are provided as fitted by the Licensor no other equipment of furniture may be installed without prior written approval of the Licensor.
 - a. The minimum floor area square footage per person permitted by Clarendon House Serviced Offices shall be 75 square feet of office area per person.
 - b. The provision of standard office furniture shall be based on this minimum figure.
 - c. The provision and use of a computer(s) by the Licensee has been agreed in the said room.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

8. Any personal effects or other belongings of the Licensee (this shall include anything in the above mentioned suite save the Licensor's fixtures, fittings and equipment in the above mentioned suite or any part of the premises known as Clarendon House, 34-38 Clarendon St. Dublin 2) are at all times the risk of the Licensee. *
9. It is expressly understood by both the Licensor and the Licensee that this Licence Agreement does not create a tenancy (as defined under Landlord and Tenant Law) and it is further agreed that the Licensor shall be at liberty at any time and upon not less than 7 days written notice, to require the Licensee to transfer his/her/their occupancy of the above mentioned suite to another suite of similar size within the premises known as Clarendon House, 34-38 Clarendon St. Dublin 2. Should this occur then the terms set out herein shall apply to the other suite.
10. The Licensee hereby undertakes to vacate the above mentioned suites on termination of this agreement.
11. No radio, music or amplifier, use of prohibited substances may be used in the above mentioned suites at any time and no pets may be brought into the building. No goods or items may be placed or stored outside the designated offices.
12. All liabilities to the Licensee whether to the general public or employees or contents of the License are insofar as the same are not covered by the insurance effected by the Licensor hereunder are the sole responsibility of the Licensee.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

13. The Licensor hereby undertakes to effect and keep in force a policy against public liability for a sum not less than €34,869.00 Euro in any one occurrence.
14. The Licensee hereby undertakes not to display anything in the windows.
15. The Licensee undertakes not to affix anything to the doors or walls of the above suites without the prior written consent of the Licensor.
16. The Licensee agrees and accepts the Licensor's policy of a NO SMOKING building, this includes NO SMOKING in the rooms, corridors, stairs or toilets or the like.
17. It is hereby declared that the Licensee may not withhold nor demand or receive any refund or credit of any payment due hereunder as a result of the Licensor failing to provide any of the services as set in this Agreement hereto as a result of any mechanical breakdown, strike or delay or failure of any staff, manager or caretaker to perform their duties.
18. Any costs incurred by the Licensor for damage or loss as a result of any abuse by the Licensee of the telephone and/or photocopying and/or facsimile and/or typing and/or any other provided service(s) shall be reimbursed by the Licensee. This forfeiture shall represent a penalty and shall have no effect in any balance or monies due by the Licensee to the Licensor.
19. The Licensor cannot accept liability for any loss from sprinkler leakage, flooding or perils which may be sustained by the Licensee.
20. The Licensee agrees and accepts the Licensor's policy that the Licensee may not use the premises known as Clarendon House Serviced Offices at 34-37

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

Clarendon St. Dublin 2 as the registered address of a company(s) without the written approval of the Licensor.

21. The Licensor hereby agrees to provide to a Licensee (so far as practicable during normal working hours with the exception of any day or days which it declares to be a Holiday for its staff) the following services:
- a. To pay rates in respect of the buildings.
 - b. To keep clean the whole of the common parts of the building.
 - c. To clean licensees suite once per week. In the event that the Licensee requires additional cleaning agreement needs to be made on the additional services required and the costs for same. The removal of rubbish means that only standard office rubbish (standard office waste bin) and not packaging or the like. The disposal of packaging or the like etc. shall be charged for at the cost of disposal cost plus 15% plus VAT at the standard rate.
 - d. To supply such materials and equipment as it may deem necessary for the maintenance and cleanliness of the buildings or for improvements within the buildings to the benefit of its user in general.
 - e. To provide reasonable heating throughout the building. Under no circumstances will a licensee be permitted to use any other form of heating appliance, such as mains electrical heaters, without the written consent of the Licensor.
 - f. To provide reasonable lighting throughout the building (including the above mentioned suite) and to provide an electrical power supply suitable for normal office usage to the above mentioned suite. Non office related electrical appliances are not permitted on the premises.
 - g. All telephone calls made through the Licensee's telephone extension to be charged to the Licensee by the Licensor. The Licensor's meter reading shall be binding on the Licensee.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

22. Any or all plaques installed by the Licensee to be with express written permission of the Licensor and only to be installed at an agreed location whether inside or outside and only to match size, colour and type of existing plaque.
23. To keep a valid and active e-mail account for the purpose of official communication including but not limited to Invoicing, Receipts, notices of outstanding fees, notices of works to commence, notice of determination for the contract.

Provided always that the Company may at its absolute discretion cancel, add to, extend, vary or make any alterations in the rendering of the said services from time to time upon 7 [seven] days written notice to the Licensee.

As WITNESS the hand of the parties hereto and subject to Trade References:

Licensor: *Clarendon House Serviced Offices*

Date: _____ Signed: _____

Licensee:

Date: _____ Signed: _____

Address:

Witness:

Date: _____ Signed: _____

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

GUARANTEE

I, _____

of _____

and

I, _____

of _____

at the request of the Licensee and in consideration of the letting hereinbefore contained joining and severally guarantee to the Licensor that the Licensee will at all times duly pay the Licence Fee hereinbefore reserved and perform the covenants and agreements on the part hereinbefore or giving of time to the or (when the Licensee is a firm or partnership) any charge in the constitution or membership of the firm shall not release us or either of us from liability hereunder and we jointly and severally agree with the Licensor that in case any rent payable under the within written Licence Agreement shall be at any time be in arrear for seven days after the same shall have become payable then and in any such case and so often as the same may happen we or one or other of us shall pay the rent so in arrear to the Licensor whether any demand for the same shall have been made upon us or not.

Dated the: _____ day of: _____ 20

SIGNED by the said:

Address:

In the presence of:

Witness occupation:

Witness Address:

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

SIGNED by the said:

Address:

In the presence of :

Witness occupation:

Witness Address:

SIGNED by the said:

Address:

In the presence of :

Witness occupation:

Witness Address:

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

Your System Telephone

For outgoing calls dial 0

Voice Mail

Press flashing button and follow voice instructions.

Your Managers Contact Details

Name: _____

Ph: _____

Your Access

Your access card is numbered so please keep it safe at all times. Never lend your access card to anyone. Think security. If you notice anyone or anything suspicious in the building at any time, do not hesitate to contact the on-duty caretaker or your manager.

Fire Safety and Security

Please make time to note the fire escape routes in your building.

Fire extinguishers.

Break-glass units.

Emergency lighting/exit signs.

Fire-escape.

Break-glass key units.

Alarmed windows and doors.

Alarmed mag-locks.

Lock-up hours.

Car-park bollards.

Clarendon House Serviced Offices

Phone: +353 (0)1 677 9699
Fax: +353 (0)1 677 9701
E-Mail: FrontDesk@ClarendonHouse.ie

34-37 Clarendon Street
Dublin 2
www.ClarendonHouse.ie

Special Conditions

Check List

Copy of state ID (Passport / Drivers Licence)

Original recent utility bill (Electricity / Gas / Television / Bank statement)

Pages 2 of Licence completed.

Pages 10 and 11 signed and completed.

Deposit and 1st months rent.

Return to:

Westcourt Management Services Ltd.

21 Wicklow St.

Dublin 2

Ireland

We complete the rest and meet you with your keys, codes and copy of Licence.