



SHARED WORKSPACE

GWAGLE TERMS & CONDITIONS – 43A&B NEVILL STREET ABERGAVENTNY

Updated 22 February 2022

Gwagle provides flexible, shared office space for individuals or small teams seeking a professional business environment. Gwagle believes in creating an open and welcoming space where we can all do our best work and is committed to providing a safe environment where everyone can feel respected and part of a community.

By joining Gwagle as a member, or by booking to use Gwagle facilities including meeting rooms, you agree to accept the following Terms and Conditions:

ACCESS

Access to Gwagle's shared workspace and the facilities within it is provided on a reasonable endeavours basis. Should access or any facilities be unavailable, Gwagle will endeavour to provide reasonable notice although this may not always be possible. Where feasible, and at Gwagle's sole discretion, Gwagle will make alternative arrangements.

Gwagle's membership packages entitle you to use Gwagle's shared workspace and facilities 24/7. Access will be permitted through the use of a digital key and access data will be logged for the safety of the Gwagle community. Members are not permitted to admit non-members outside normal office opening hours 8am – 6pm.

The availability of Gwagle's workspace areas is subject to sufficient space being free to accommodate those members wishing to have access at any one time. Gwagle has the right to determine appropriate capacity levels to ensure all members receive an optimum experience.

You may invite and host guests within Gwagle during the published opening hours, provided that they are signed in and you accompany them at all times. You are responsible for the conduct and behaviour of any guests in line with the terms and conditions detailed here.

A daily charge may be made to guests making use of Gwagle facilities during their visit. This may be settled in advance by the guest or accompanying member.

INTERNET SERVICES

Access to computer networks and the internet is provided for the lawful use of members and their guests and must not be used for any activity which in Gwagle's sole opinion is illegal, immoral, indecent, or detrimental to the enjoyment of other members or guests.

The hosting of services or applications designed to be accessed from outside of Gwagle is not permitted without prior agreement.

Internet access may be provided to guests via the Guest Wireless service only. No other security codes may be shared with non-members.

We reserve the right to monitor your usage of Gwagle at any time, including your use of computer networks and the internet.

You are responsible for securing your own computer data and protecting yourself from the impact of computer viruses, malware and malicious software. You must also take reasonable steps to protect Gwagle, other members and/or guests, from the impact of computer viruses, malware and malicious software.

In the event that Gwagle experiences any issues with the provision of internet service (whether temporary suspension or otherwise) Gwagle will not accept any liability or be held responsible for any loss or damage whatsoever which may be occasioned to a member or guest.

MEETING ROOM BOOKINGS

For members:

Meeting room bookings can be made by Gwagle members on a first come first served basis. Use of the meeting room is included in your membership package for the first two hours per day and are thereafter charged at our Membership Package rates. Meeting rooms cannot be booked as an alternative to a workspace without prior agreement. All guests using the meeting rooms should be signed in.

Any meeting room still unoccupied after 15 minutes from the start of the booking will be released for others to use.

For non-members:

Meeting room bookings are payable in advance. All guests using the meeting rooms should be signed in.

Any meeting room still unoccupied after 15 minutes from the start of the booking will be released for others to use.

SAFETY AND SECURITY

For the security and safety of all members, any access codes which we let you use remain our property at all times. You must not allow anyone else to use them without our consent. Any loss must be reported to us immediately, and you must pay the cost of replacements and changing of locks if required.

Gwagle accepts no responsibility or liability for loss or damage to property brought into Gwagle, except where Gwagle's responsibility or liability is determined by English and Welsh Law. Gwagle's insurance policy does not cover or include loss, damage or theft of your personal items.

Gwagle accepts no responsibility or liability for injury or death of members or their guests except where Gwagle's responsibility or liability is determined by English and Welsh Law.

Confidentiality

You agree to maintain the confidentiality of all members and guests. It is important that all members and guests feel comfortable and can discuss their work in confidence.

Gwagle accepts no responsibility or liability for any breaches of confidentiality.

GENERAL

Nothing in these terms and conditions confers any security of tenure or other right of exclusive possession or rights of occupation on a member.

Membership fees are due monthly in arrears and payable by BACs or another payment method offered from time to time by Gwagle.

Membership packages and costs will be reviewed annually.

You may cancel your membership at any time with one month's notice. Membership ceases contemporaneously with a monthly payment not being made.

Gwagle may cancel your membership at any time without notice if you breach Gwagle's terms and conditions of membership.

Your Gwagle membership is personal to you and cannot be shared or transferred. Gwagle is not obliged to refund any amount for a period when membership is unused except if Gwagle elects to terminate a membership for any reason.

No relationship of landlord and tenant exists between Gwagle and you. Gwagle is not the owner of the premises that are made available for your use and you should follow any

directions or instructions provided to you by Gwagle on behalf of the Owner of the premises.

Facilities and equipment provided within Gwagle are intended for use by members and/or guests whilst in Gwagle and may not be removed for use outside of Gwagle.

As a Gwagle member we may send you email correspondence regarding your membership, facilities at Gwagle and other announcements regarding Gwagle events. We will never sell or share your email address with third parties.

Printers may be provided to members and guests for incidental use. The printing of large documents may be subject to additional charges.

In the event of a misunderstanding or dispute with regards to the meaning of these terms and conditions you are bound by Gwagle's interpretation.

English and Welsh Law applies with respect to these terms and conditions as does the decision of the English and Welsh courts in any dispute that may occur between you and Gwagle.

Gwagle's maximum liability to you is limited to membership fees already paid unless otherwise determined by English and Welsh Law.

These terms and conditions may be amended from time to time. Up to date terms and conditions will be published on our website at www.gwagle.co.uk.

You may direct any questions or queries regarding your Gwagle membership or the facilities provided by email to owen@gwagle.co.uk or by speaking to us directly.