

EUROPEAN ADMINISTRATION LIMITED t/a

CLERKSROOM

**whose registered office is at Equity House, Blackbrook Park Avenue, Taunton
TA1 2PX**

("Clerksroom")

~and~

.....

(name of individual)

of

[.....]

("Licensee")

LICENCE TO OCCUPY

UNIT G04, 160 FLEET STREET, LONDON EC4A 2DQ

THIS AGREEMENT between the Parties named on page 1 is made on

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THE PARTIES AGREE:

Definitions

1. In this agreement:

"160 FS Brochure" means the Clerksroom 160 Fleet Street brochure available at <https://www.clerksroom.com/content-downloads-count?id=687>

"Building" means 154-160 Fleet Street, London EC4A 2DQ.

"Common Parts" means the pedestrian ways, entrances, halls, toilets, corridors and other areas of the Building permitted for common use by the Owner.

"Facilities" means the facilities and services provided by or on behalf of Clerksroom as set out in the 160 FS Brochure under the heading "What is included in my fee?" as amended from time to time.

"Insurance Policy" means Clerksroom's insurance policy in relation to the Unit, a copy of which is available for inspection on request.

"Lease" means the lease dated 12 July 2018 made between Clerksroom and the Owner in relation to occupation of the Unit, a copy of which is available for inspection on request.

"Licence Fee" means the fee from time to time notified to the Licensee and stated in the 160 FS Brochure.

“Licence Period” means the period of 3 months commencing on the date of this agreement and continuing thereafter until termination in accordance with clause 8.

“Owner” means Workspace 14 Ltd.

“Permitted Use” means use for the provision of legal and associated services.

“Unit” means Room G04, 160 Fleet Street, EC4 2DQ.

Nature of agreement

2. This agreement is not intended to confer exclusive possession on the Licensee or to create the relationship of landlord and tenant between the parties.
3. The permission granted by this agreement is personal to the Licensee.

Licence to occupy

4. Clerksroom gives the Licensee the right, for the Licence Period on payment of the Licence Fee and on the terms of this agreement, in common with Clerksroom and all others authorised by Clerksroom and the Owner to use the Unit, the Common Parts and the Facilities for the Permitted Use.

Payment

5. The Licensee must pay to Clerksroom the Licence Fee by direct debit in advance on the first day of each month, the first payment (or a due proportion of it apportioned on a day-to-day basis) to be made on the date of this agreement.

Licensee's acknowledgments

6. The Licensee acknowledges:

- a. that Clerksroom's occupation of the Unit and right to use the Common Parts is in accordance with and subject to the terms of the Lease;
- b. that the Facilities are for shared use;
- c. that the Unit is monitored at all times by CCTV;
- d. that the Licensee is liable for any additional charges incurred by Clerksroom at the Licensee's request, not being Facilities, for example hire of personal meeting rooms within the Building or courier charges.

Licensee's obligations

7. The Licensee must:

- a. Not bring any furniture, equipment, personal possessions or other goods or belongings into the Unit or onto the Common Parts except as is necessary for the exercise of the Permitted Use;
- b. Not use the Unit, the Common Parts or the Facilities in a manner which causes inconvenience to other users;
- c. Dispose of his or her own rubbish in waste bins provided or otherwise remove from the Unit and Building;
- d. Not obstruct the Common Parts or make them dirty or untidy, or leave any rubbish in them;
- e. Not leave any case or other confidential papers in the Unit or Building other than within the locked cabinets provided or by any

other secure method and only to the extent required from time to time;

- f. Not make any alterations or additions to the Unit;
- g. Not use the Unit as sleeping accommodation;
- h. Not display any signs or notices in the Unit, Common Parts or on the Building;
- i. Observe any rules and regulations Clerksroom makes and notifies to the Licensee from time to time, governing the Licensee's use of the Unit and the Common Parts.

Termination

8. The rights granted by clause 3 will determine immediately:
- a. On notice to that effect given by Clerksroom to the Licensee if the Licence Fee is not paid on the day it becomes due on any single occasion or if the Licensee is in material breach of any of the other terms of this agreement; or
 - b. On notice to that effect given by Clerksroom to the Licensee if any complaint or allegation is raised by the Owner in relation to the use of the Unit or Common Parts by the Licensee, whether or not such allegation is proved or established;
 - c. If the Unit becomes incapable of use for the Permitted Use because of damage or destruction to the Building;
 - d. On the Licensee becoming subject to a bankruptcy order.
 - e. On not less than 3 months' notice given by Clerksroom or the Licensee to the other party to expire on the last day of a month.

General

9. All notices given by either party under the terms of this agreement must be in writing and are to be sufficiently served if delivered by hand or sent by first class post properly stamped and correctly addressed to the other party at, in the case of Clerksroom, its registered office, and in the case of the Licensee, his or her last known address, and, if sent by post, unless returned undelivered, will be deemed to have been served within 2 working days after posting whether or not in fact received.
10. The Parties agree that this agreement shall be exclusively governed by and interpreted in accordance with the laws of England and Wales and to submit to the exclusive jurisdiction of the English Courts.
11. This agreement shall not operate to confer any rights on any third party and no person other than the parties to it may enforce any provision of this Agreement by virtue of the Contracts (Rights of Third Parties) Act 1999.

AGREED by the parties on the date shown above:

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**SIGNED FOR AND ON BEHALF OF EUROPEAN ADMINISTRATION
LIMITED**

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SIGNED BY THE LICENSEE