

# **OCCUPATIONAL RENTAL LICENCE**

**BETWEEN: ANYONE LIMITED**

**AND: BICESTER BUILDINGS LIMITED**



- 3.3 THIS Licence is personal to the Licensee and it cannot be transferred. The Licensee is not entitled to permit anyone other than those employed by or having business with the Licensee, to have access to the property
  - 3.4 IF through circumstances beyond the control of the Owners it becomes impractical to fulfil the purposes of this Licence, then this Licence is cancelled. The Owners will then repay to the Licensee a proportion, equal to the proportion of the Licence period still to run, of any sum already paid by the Licensee. The Owners have no liability to pay compensation to the Licensee for any resulting loss
  - 3.5 THIS Licence is terminated when this Licence duly ends or by giving one month's notice in writing to either the Licensee or the Owners before the expiry of this Licence. The Owners will then repay to the Licensee a proportion, equal to the proportion of the Licence period still to run, of any sum already paid by the Licensee.
  - 3.6 THIS Licence may be terminated by the Owner without notice if at any time the Licensee shall have refused or neglected to pay any sum due to the Owner within 7 days of it falling due and upon such termination, all rights granted by this Licence shall automatically cease (without prejudice to any accrued rights) and the Licensee shall forthwith remove all its property and leave the premises in a clean and tidy state
  - 3.7 ANY goods of the Licensee left on the property on the termination of this Licence may be disposed of by the Owners without notice and by any means whatsoever
  - 3.8 THIS Licence may be terminated by the Owners if the Licensee fails to duly and punctually perform and observe any of the terms and conditions of this Licence but without prejudice to antecedent rights or remedies and the Owners shall have a lien upon any goods belonging to the Licensee in respect of any debts owed by the Licensee to the Owners
  - 3.9 THE Licensee will be responsible for the cost of replacing any keys that may be lost or not returned when the office is vacated and also the cost of renewing any locks and associated keys as a result which also includes the security post in the entrance to Spinners Court
  - 3.10 THE Licensee will be responsible for the replacement of any glazing to the windows and doors of the office due to breakages howsoever caused
  - 3.11 THE Licensee undertakes to pay for the repair of any damage they may cause either to the internal fittings or the structure of the building during their occupation of the office and the Licensee will be insured to cover these events
  - 3.12 THE Licensee on vacating the premises must ensure any fittings installed by them are removed and the premises are left in good decorative order and if necessary, pay for the cleaning and decoration in addition to any loss of rent while this work is being undertaken
4. THE Licensee agrees with the Owners:
    - 4.1 TO pay the Owners a deposit of £ when this License is signed. This sum to be returned without interest (less any agreed amounts owed by the Licensee to the Owners) when this Licence ends
    - 4.2 IN consideration of the Licence the Licensee shall pay the Owner the License fee of £ without deduction by one payment of £ when this Licence commences and thereafter in three equal instalments of £ at three monthly intervals commencing the **(date)** and to pay interest upon any arrears after the due dates at the rate of 2.5% per month or £10.00 whichever is the greater
    - 4.3 TO pay for the electricity consumed as indicated on the sub-meter plus a daily meter rental and to pay interest upon any arrears at the rate of 2.5% per month or £10.00 whichever is the greater
    - 4.4 NOT to use the premises for a purpose which attracts casual callers

- 4.5 TO observe any regulations for the use of the premises which the Owners may make from time to time to include ensuring the main outside entrance door giving access to the office are locked and the main traffic entrance security post is locked upright when used out of normal business hours
- 4.6 NOT to use the premises or any part of the property for any of the following nor allow anyone else to do so: activities which are dangerous, offensive, noxious, noisome, illegal or immoral or which are or may become a nuisance or annoyance to the Owners or the owner or occupier of any neighbouring property
- 4.7 NOT to act in a way which will or may result in any insurance of the property being made void or voidable or in the premium for it being increased nor to allow anyone else to do so
- 4.8 NOT to damage any property belonging to the Owners, the decorations or fittings (except by fair wear and tear)
- 4.9 NOT to leave any vehicles on the premises overnight without the written permission of the Owners
- 4.10 NOT to display any notice or advertisement on or within the property without the consent of the Owners
- 4.11 WHEN this Licence ends, to return the premises and keys to the Owners leaving the premises in a state in which this Licence requires the Licensee to keep it which may entail redecorating
- 4.12 NOT to bring any pets into the property without prior written permission from the Owners
- 4.13 NOT to install or fit into or upon the property any furniture or equipment so as to interfere with the decorations or structure of the property without the prior written approval of the Owners
- 4.14 NOT to hinder or restrict the Owners or their representatives from exercising its rights to possession, occupation and control of the premises
- 4.15 NOT to waste supplies of water or heating made available to the property
- 4.16 NOT to decorate or redecorate alter or interfere with the decorations of the premises without first obtaining written consent from the Owners
- 4.17 THAT the Owners shall not be responsible for any loss or damage or misleasance of the Owners or its servants, employees, agents or independent contractors or by reason of accidental damage, loss or theft
- 4.18 THAT the Owners shall not be held responsible for the wheel clamping of any vehicles parked within the premises not displaying an office number in the windscreen
- 4.19 NOT to use the property as a registered office for any company without the written permission of the Owners
- 4.20 TO comply with any security arrangements or measures relating to the property either existing or new as may be directed by the Owners
- 4.21 TO observe and comply with the no smoking rule within the premises
- 4.22 TO replace fluorescent tubes within the office when necessary and to keep the office in a clean and tidy condition including light fittings
- 4.23 THE Licensee will keep all passageways and access to the office and adjacent offices free from obstruction and shall not permit or cause to allow anything that could impede the access by emergency services or egress by any person.

5. THE Owners agree with the Licensee:
- 5.1 TO provide the services and facilities unless prevented by the industrial disputes, shortage of supplies, inclement weather or other causes beyond the control of the Owners
- 5.2 WHEN this Licence comes to an end, to repay the deposit to the Licensee within 14 days without interest after deducting all sums due to the Owners under the terms of this Licence unless a further Licence or Lease is entered into
- 5.3 TO pay the water rates for the premises

5.4 **RENT REVIEW**

- a) IF this Licence is not renewed and the Licensee continues to occupy the unit when this Licence expires the Landlord may increase the Rent payable by serving on the Tenant at least twenty-eight days written notice stating the new rent and the date from which it is to be paid which date shall not be earlier than the later of:
- i. Twelve months after the start date of the Term
- and
- ii. Twelve months after the date (if any) on which the last increase of rent took effect
- or
- iii. On the expiry date of this Licence whichever is the sooner

SCHEDULE

Facilities and services to be enjoyed with the premises

1. Access to and from the premises by means of halls, stairs and corridors all properly maintained, decorated, cleaned and lit
2. Gas central heating 5 days a week Monday to Friday between the hours 7:30am – 5:30pm during the months of October – April excepting for breakdowns and cleaning of all communal areas including toilets but excluding property of the Licensee
3. Maintenance, decoration and repairs to the exterior of the property
4. Insurance of the main property
5. Provision of daily parking spaces for staff cars plus additional spaces for visitors when necessary. Also provision of external and safety lighting and maintenance of fire alarm system
6. Use of shared toilets for men and women, hot and cold water, soap and towels provided
7. Hot and cold water provided for use in the kitchen areas
8. Electricity as supplied via sub-meters plus a daily availability charge as detailed in section 4.3
9. Provision of a skip for office waste only

As witness whereof the hands of the parties hereto authorised to sign on behalf of the Owners

Signed:.....

Name: S L Young

Witnessed:.....

For and on behalf of the Owners:

Bicester Buildings Limited

Registered office:

Arno House, Park Avenue

Ventnor, Isle of Wight, PO38 1LE

Name:.....

Address:.....

Signed:.....

for and on behalf of the Licensee:

Name: .....

(First Director)

Address: .....

Name: .....

(Second Director or Company Secretary)

Address: .....

Witnessed:.....

Name:.....

Address:.....

Date:.....