



**All reservations are subject to availability. **

Members: 1-hour minimum reservation. Non-members - 2-hour minimum reservation.

Cancellation Policy:

Members can cancel up to 24 hours before the start of the meeting with no charge. Non-members can cancel up to 72 hours before the start of the meeting with no charge.

Reservation changes are subject to additional charges.

All reservations before 8.30am or after 5:00 pm must be coordinated with a center team member and are subject to additional charges.

Catering & Beverage Service Policy:

Our team is here to assist with all your catering and beverage needs! We recommend using our in-house services for a seamless experience. A \$75 fee applies for outside catering. Please note that beverage service is required for meetings with 10+ attendees at \$9 per person, including coffee, tea, soda, water, and sparkling water (up to 4 selections).

Use of meeting rooms and day offices are during normal business hours of 8:30am - 5:00pm Monday through Friday. Full Office Clients may book meetings 24/7 through the portal, but acknowledge center team support is limited to normal business hours and HVAC is only available per the building schedule. Should you require team support or HVAC for any out of hours meeting, please contact your center team to schedule. Please note charges for out of hours services may apply.

Carr Workplaces is committed to the service it offers its Clients and has created terms and conditions governing the use of its Business Centers ("Centers"). These terms have been formulated for the collective benefit of Carr Workplaces' Clients. The terms are designed to ensure the enjoyment of the accommodation by all of Carr Workplaces' Clients in the Center and to govern the relationship between the Client and Carr Workplaces.

Agreement: Carr Workplaces agrees to provide, during standard business hours, meeting rooms, day offices, videoconference facilities and access to the common areas of the Center including toilets, business lounge and copy points on an ad hoc basis.



Applicable law: This agreement is interpreted and enforced in accordance with the law of the place where the relevant Center is located. Carr Workplaces and the Client both accept the exclusive jurisdiction of the courts of such jurisdiction.

Providing the Facilities: Carr Workplaces has the right to suspend the provision of the service for reasons of political unrest, strikes or other events beyond our reasonable control. Any services booked with a meeting room or day office are not considered confirmed until a Carr Workplaces team member has confirmed either by email or verbally.

Business Name: The Client must not use the name Carr Workplaces in any way in connection with its business.

Comply with the law: Client must do nothing illegal in connection with its use of the Business Center. The Client must not do anything that may interfere with the use of the Center by Carr Workplaces or by others, cause any nuisance or annoyance, increase the insurance premiums Carr Workplaces has to pay, or cause loss or damage to Carr Workplaces or to the owner of any interest in the building which contains the Center the Client is using.

Comply with Center Rules and Regulations: The Client must comply with any Center Rules and Regulations which Carr Workplaces impose generally on users of the Center whether for reasons of health and safety, fire precautions or otherwise. Such rules are developed and/or imposed for the safety of Carr Workplaces' Clients and to protect their use of the Center as a place of work. The Center Rules and Regulations vary from Center to Center and these can be requested locally.

Employees: While this agreement is in force and for a period of six months after it ends, neither Carr Workplaces nor the Client may knowingly solicit or offer employment to any of the other's staff employed in this Center. This obligation applies to any employee employed at the Center up to that employee's termination of employment, and for three months thereafter. It is stipulated that the breaching party shall pay the non-breaching party the equivalent of one year's salary for any employee concerned.

Carr Workplaces is not liable for any loss resulting from Carr Workplaces' failure or any Third Party on behalf of Carr Workplaces failure to provide any



services unless Carr Workplaces does so deliberately or is negligent. Carr Workplaces is also not liable for any failure until the Client has told us about it and has given Carr Workplaces a reasonable time to put it right. The Client accepts responsibility for their equipment whilst on the premises and the Client is liable at all times for the loss or damage to any of Carr Workplaces' equipment or equipment provided by Third Party on behalf of Carr Workplaces.

Carr Workplaces reserves the right to change the Terms and Conditions at any time.

Annual Membership

Terms & Conditions

Operator: Preferred Office Properties d/b/a/ Carr Workplaces ("CW")

Membership Agreement Terms & Condition

As a Community Center Club Member ("Member"), you will have access to community events and perks at all of our participating Preferred Office Properties d/b/a Carr Workplaces ("CW"). Notwithstanding anything herein to the contrary, use of all services and products is subject to availability and CW does not guarantee any type of access will be available at any center at any time. Charges for any spaces or services used must be paid on day of usage.

Memberships will be automatically renewed on an annual basis whereby either party can provide one full calendar month prior notice to terminate the membership effective as of the last day of the following calendar month.

- Members may not use any center address as their business address unless they upgrade to a Mailing Address Plan at the applicable center. If a Member uses a center address as their business address, then they will be deemed to have automatically accepted the Terms & Conditions of CWs' Mailing Address Agreement and will be billed accordingly.
- To the maximum extent permitted by applicable law, CW is not liable to Member in respect of any loss or damage Member suffers in connection with this Plan or in connection with the accommodations provided hereunder unless CW has acted deliberately or negligently in causing that loss or damage. CW is not liable for any



loss or damage as a result of CW's failure to provide any services under this Plan as a result of lack of availability, mechanical breakdown, strike, termination of CW's Lease for the applicable center, or any other reasons beyond CW's control.

- CW WILL NOT UNDER ANY CIRCUMSTANCES HAVE ANY LIABILITY FOR LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF ANTICIPATED SAVINGS, LOSS OF OR DAMAGE TO DATA OR ANY CONSEQUENTIAL DAMAGES IN CONNECTION WITH THIS AGREEMENT.
- Member assumes all risk of loss with respect to Member's personal property and Member's agents, employees, guests and invitees within the applicable center or the building.
- To the fullest extent permitted by law, Member agrees to hold CW, its agents, employees, contractors, officers, directors and Landlord harmless from and against any and all claims of loss, costs, liability and expense, including reasonable attorneys' fees and disbursements (the "Claims"), arising from or alleged to arise from (a) any default by Member hereunder, (b) the use or occupancy of the applicable center by Member or any person claiming under Member, (c) Member's negligence or the negligence of Member's agents, employees, guests, invitees, contractors, officers or directors, except to the extent such Claim results from CW's gross negligence or willful misconduct.
- CW reserves the right to alter or terminate any Membership Plan program at any time without notice. Under these circumstances, CW's liability is limited solely to fees paid in advance.
- CW reserves the right to adjust the membership fee after the initial term with 30 days prior written notice to Member.
- Data Protection: CW will not share Member's personal information with other third parties without Member's prior consent. CW may contact Member from time to time in relation to the membership including details of relevant promotions and offers or other pertinent information.
- Member agrees to pay all fees when due. Member will be signed up for autopay with the credit card used upon sign-up where the card on file will be charged on the 1st of every month. In the event of non-payment of fees when due, Member will be subject to a late fee of 10% of total amount due. CW may also suspend services and



privileges until the dues are settled. CW reserves the right to terminate membership immediately without notice to Member if fees are not settled within ten (10) days past the due date.

- Discounts, Promotions and Offers: Member agrees that, unless prohibited by applicable law, CW may discontinue with immediate effect and without the need to give formal written notice any and all discounts, promotions and offers remaining on this agreement if during its term Member breaches these terms and conditions, is one month past due in payment or is assessed a late fee in any two months.