



Bespoke Offices Guidelines



Terms & Conditions – valid 18/03/2020

We, at The Cluster, understand that everyone's needs are different! We are happy to work with you to make sure the space you have is perfectly suited to your team.

Please discuss with us your needs and we will help create the perfect home-away-from-home, to create a positive and productive environment for your team to thrive.

www.thecluster.com.au/legal

1. **Bespoke Office's - Terms & Payments**

License Terms, for a "Bespoke" Private Office is a minimum 24 months with a 3-month minimum to vacate unless otherwise specified in Your License Agreement.

The License Fee, as specified in Your License Agreement, is paid monthly in advance on the first day of each month by direct debit into The Cluster's nominated bank account or by such other method as The Cluster may from time to time direct.

Security Amount equal to 1-Month's rent less GST is required for all "Bespoke Offices".

For any "Bespoke" License Agreements to be approved a Guarantor must be listed within Your License Agreement.

2. **About your Private Bespoke Office**

Your License Agreement starts, on the specified date with Your License Agreement and when Your application for membership is accepted by Us and both parties have signed. We will notify you as soon as that occurs. The Services will continue as per the terms laid out in Your License Agreement (or as otherwise agreed) until it is terminated by You or Us. Up

to date rules and pricing for our Memberships can be found on our Service Details document.

3. **Changes and Effects**

Below is a list of considerations that must be applied when considering any changes for Your Licensed Office. All changes must be requested, in writing, and approved by Us before

A) Glass Partitions – No permanent fixtures can be added to the Glass partitions, surrounding Your office, that may affect the level of natural light within the co-working space. You are permitted to write on the glass, using removable markers such as whiteboard marker, put up post-it notes and any other non-permanent fixtures

B) Walls – You are permitted to paint or apply a covering, such as wallpaper, to walls if the office is reinstated, at Your cost, at the end of the license period

C) Permanent Fixtures – For the installation or removal of permanent or wall mounted fixtures pre-approval must be obtained by Us. Costing will be discussed and approved by both parties on a case by case basis.

D) Data/Power Considerations – You are responsible for considering the location of all data and power outlet locations, within the office, before deciding on layout. No additional Data or power outlets will be installed to make specific layout changes possible

E) OHS laws - must be followed & considered before any changes to Your office is made. The number of people permitted to use the Office cannot exceed the number as specified on Your License Agreement.

F) Removal of Furniture – If you require any of the furniture sold with Your Office, as stated with Your License Agreement, we will do our best to find a place to store it. Removal and Storage fees will be discussed and agreed upon by both parties on a case by case basis.

D) Contractors - Due to Building Regulations, all work and approved changes will be completed by Contractors supplied by Us and invoiced to You.