



Studio You

Terms and conditions of use for Casual Office Rental

- A. This agreement is between Studio You Australia Pty Ltd (ACN 610 396 042) care of 135 Rowntree Street Birchgrove, 2041 and the user ('You')
- B. By signing this agreement you agree to be bound by these terms and conditions.

Studio You and the User agree:

1. You will have a license to occupy Studio You premises at 135 Rowntree Street Birchgrove, 2041 ("the premises") for the term agreed at the time of your booking subject to payment of a 50% deposit in advance of access to Studio You. No tenancy or other property interest is created.
2. You may be privy to information, which is of a confidential nature pertaining to other users of Studio You. You agree to maintain all such information in strict confidence and not disclose such information to third parties.
3. Studio You and its directors, shareholders, members, representatives, successors or assignees shall not be liable for direct, indirect, special or incidental damage or loss whatsoever arising out of this agreement or in any way related to the use by you of premises owned and operated by Studio You including the use of any services provided by Studio You or failure to provide a service due to reasons beyond the control of Studio You.
4. You shall release and indemnify Studio You and its directors, shareholders, members, representatives, officers, employees, successors and assigns (jointly and severally) from and against all claims, liabilities, losses, damages, costs, expenses or penalties howsoever arising from your occupation or use or failure to occupy or use Studio you premises.
5. Any key provided has a security deposit of \$30 and remains the sole property of Studio You and shall be returned immediately upon vacating the premises. Please use a sealed envelope and put this through the mailbox on exiting the building. The \$30 deposit will be forfeited for all keys not returned.
6. If you pay your room hire fee but do not utilize the space, you shall not be entitled to a refund of the license fee subject to any alternate written agreement with Studio You
7. You may be liable for any loss or damage you cause to the premises during your occupancy.
8. Refund Policy - 50% deposit is forfeited if you cancel within 7 days of your booking. If you cancel more than 7 days before your booking, your deposit is returned, minus an admin fee of \$50.
9. Pricing - \$20/hour, minimum 5 hours/week, must fall between 7.30-1pm or 1.30-7.30 unless otherwise agreed.



10. To book - email emma@studio-you.com.au directly to check availability
11. To confirm booking - 50% deposit at least 7 days in advance of your booking (unless short term or last minute rental).
12. Balance amount of your booking is to be paid within 7 days after your booking.
13. How to access - you will receive an SMS with your personalized access code on the day before your booking. You and your attendees will enjoy free street parking and a bus stop at the door (route 441).
14. During the agreed access period you have the right to use the following facilities and services at the Premises subject to any alternative written agreement:
 - a) Bathroom and kitchen facilities including coffee and tea making facilities;
 - b) Desk
 - c) Up to 3 chairs
 - d) Air conditioning
 - e) High speed internet (fair use policy applied)
 - f) Telephone
 - g) Access to shared kitchen space
 - h) Access to a very secure building
 - i) Access to waiting room
 - j) For appropriate subject matter, we can additionally offer access to our Studio You online booking system, promotions within our newsletters and social media (conditions apply). We can also provide you with branded images for your social media.

Terms of use:

- Please keep noise to an acceptable level
- You are expected to leave the space as you found it
- Please clean whiteboard
- Ensure all rubbish is taken into the kitchen for disposal
- Turn off air conditioning and lights
- Ensure all windows are closed and locked
- Do not use the Internet or premises for any illegal activity
- If anything is damaged or broken, please let Emma know, the cost will be deducted from your deposit.
- If additional cleaning is required at the end of your room hire, a cleaning fee of \$60 will apply.



You agree that you have read or had the opportunity to read and understand these terms and conditions and agree to be bound by them.

Name:

Signature:

Date: