

AltSpace Coworking Membership Agreement

Membership Details and Level:

Resident Nomad Capital Office Casual

Name: _____
Title: _____
Company: _____
Address: _____
City: _____
Cell Phone: _____
Website: _____
Email: _____
Focus: _____ (e.g. Developer, Designer, Journalism)

Is it ok to publish your name, title, company, Website and Focus on the AltSpace Website: Yes No

Completion or acceptance of AltSpace membership application does not create a tenancy but a prepaid usage licence to use the provided amenities on a monthly or casual basis. This license may be renewed each month for Nomad, Resident, or Community memberships with consent of each party. The Acceptable Use Policy (AUP) must be adhered to at all times. Failure to follow the AUP can result in non renewal or even early termination of the usage license.

I agree to the AltSpace Use of Service/AUP listed in this membership application which is in place for all members. I understand that they may be updated from time to time.

Signed: _____

Name: _____

Date: _____

Summary of Membership Types

Resident

This membership provides full access to all the amenities and includes a desk permanently assigned to you. You can work as much or as little as you want in the office and use all the services and amenities provided as much as you want (with reason of course). Based on current number of desks AltSpace will have no more than 8 Resident members. Keys and access cards are required for this membership and provide 24 hours a day access to the office and building.

Resident Plan is \$600 per month. Security key bond is \$150 and fully refundable on return of the key.

Nomad

This membership is based on full access to the amenities but without having a full time desk. This is based on a shared model and during working hours it is expected that you will not have a desk for more than 2 days per week (based on any combination of hours 4 half days, 2 full days, etc). Keys and access cards are required for this membership and provide 24 hours a day access to the office and building.

Nomad Plan is \$250 per month. Security key bond is \$150 and fully refundable on return of the key.

Capital Office

Operating out of Auckland, Christchurch, Dunedin or another centre and need a presence in the capital? AltSpace offers a competitive regional office package that may just suit your needs without the heavy start up costs or minimum commitment.

The service includes:

- Wellington phone and fax numbers answered by a professional receptionist.
- A Wellington CBD address with mail pick up and forwarding.
- Use of a desk two days a week.
- Use of meeting rooms and boardroom with your guests greeted by
- our receptionist. Complimentary tea and coffee available for your meeting.
- Free Internet access and reasonable use of our office equipment such as photocopiers, projectors, printers and secure document destruction.
- We also provide a secure locker for storage.
- 24 Hour access with keys (requires key bond).

All of this for \$400.00 per month. Security key bond is \$150 and fully refundable on return of the key.

Casual

Need a desk in the city for a few hours or days? AltSpace can suit your needs with access to all the amenities during office hours. Also includes usage of a networked PC if required. Office hours are 8.30am to 5.00pm weekdays.

\$20 per hour of \$90 for the day.

All cost exclude GST.

Use of Service

Services are being provided by AltSpace acting by and through Foxbane Consulting Limited.

Acceptance of Terms – Completion of this application form acknowledges the acceptance of the Use of Service and/or the Acceptable Use Policy by the applicant.

Quiet Enjoyment – All members and guests have the right to quiet enjoyment and any behaviour that breaches this will not be condoned.

Open Environment – This is an open office shared by many different peoples and organisations. Anything said should be expected to be heard by others if you like it or not.

Internet/Network Usage – No spamming, posting or downloading files that you know or should know are illegal or that you have no rights to. Access any other device connected to AltSpace network or the Internet that you do not have permission to access.

Meeting Room Usage – The meeting rooms can be used by any member. This is based on reasonable usage by each member. If any room needs to be booked for more than 2 hours please request this to AltSpace staff for approval. This is to ensure that these rooms can be used by others at AltSpace.

Liability – All members and guests are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to AltSpace then that cost will be levied to that member or members.

No Pets or Bikes – The building owner does not allow bikes or pets in the building. This is a lease condition which AltSpace has no control over.

Guests – Any guest must be accompanied by a member at all times. A guest must be listed in the Guest Register before using any of the amenities. The inviting member will be responsible for their guests actions at all times.

Guest Register – This must be completed by the hosting member. It is required to record the guest's details and ensure they have understood the AUP and other requirements such as health and safety.

Members Register – This is maintained by AltSpace and has all the details provided by the members for use by AltSpace staff and other members. The member has the option of privacy for listing on the public websites.

Key Bond – This provides both a key to the door as well as security card for access to the building after hours. These keys belong to the building owner. Failure to return either of these at the end of the agreement will result in some, or all, of the bond being

forfeited at the sole discretion of AltSpace. The keys remain the property of the building owner at all times.

Renewal and Termination – Membership is a privilege not a right, gross misconduct can result in immediate termination. AltSpace renewal is automatic unless advised by the member. Member can terminate this agreement at any time by providing one months notice after the completion of the initial month.

Invoicing and Payment – The member is automatically invoiced monthly in advance based on their membership option. Also included is any variable charges such as telephony usage that may have been incurred during the pervious period. Payment is required at the beginning of the month for that period. Payment for casual usage is either paid on the day of use unless other arrangement have been made with AltSpace.

Changes to the AUP or Use of Service – Changes can be made by AltSpace with 30 days notice to members. These will be emailed to all members and placed on the website.