

Coworking: Booking form

Half-Day and 1 Day Passes:
Bookings can be made [online](#)

Membership Days: Please complete this form and email to Sam Tollerson, Office & Facilities Manager sam.tollerson@impactinternational.com

Contact name:

Business name:

Address:

Postcode:

Telephone:

Email:

Membership type (per member):

8 days per month - £135 +VAT

12 days per month - £190 +VAT

Dedicated desk - £290 +VAT

Preferred days (select all that apply):

Monday

Tuesday

Wednesday

Thursday

Friday

Coworking: Terms & Conditions

- All ad-hoc/one day bookings can be made [online](#).
- For memberships please email sam.tollerson@impactinternational.com
- Usage of the office space is for business use only.
- Coworking days should be booked 24 hours in advance and is strictly subject to availability.
- Impact (as the building owner and operator) reserve the right, at their absolute discretion, to refuse any booking for the use of the facilities or to cancel a booking without explanation.
- Rental times are between the hours of 9am - 5pm, Monday to Friday only.
- On arrival you will be given a pass which will give you access to the ground floor only. Access to the first floor is prohibited.
- You must return the pass to reception when you depart.
- The desk space is located in Hub 1 on the ground floor and you may be sharing the space with other businesses.
- Food must be eaten in either the kitchen or Common Room and mugs with lids must be used (provided by us).
- If you are booking multiple days an invoice will be sent monthly including all bookings within one calendar month.
- Any extra meeting room space can be booked and must be paid when booking at reception.
- Notice for cancellations must be given 24 hours prior to the use of the space, otherwise you will not receive a refund and you will be eligible to pay 100% charge if being invoiced. Bookings that do not show will also not be refunded and be charged 100% of the fee if being invoiced.
- The Hub and any communal spaces used should be left clean and tidy, all rubbish and recycling placed in bins provided, crockery etc washed and tidied away.
- Please report any damage to the facility or failure of equipment.
- A first-aid kit is located in kitchen. Fire extinguishers are marked and located at in common areas close to the fire exits. You are responsible for your own health, safety and wellbeing during your time at the office. Before use of the space, you will need to undertake an induction into the health and safety procedures of the building.
- Any equipment left in the office is left entirely at your own risk.
- You shall keep confidential all information obtained whilst working at Kelsick Grammar concerning the affairs, businesses and business practices of Impact, its Clients and its subcontractors and shall not without written consent from Impact disclose such information to any third party except to the extent that the information is in the public domain or is required by law.



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