



TERMS OF SERVICE: MINOROAK EVENTS

SUMMARY OF TERMS:

MinorOak Coworking is a shared office for independent and remote workers, and we also host events and provide virtual office services.

✓ Availability

- The meeting room for eight may be available at any time and the cost includes coffee, tea and snacks for meeting participants.
- The front room may be available for events weekday evenings starting at 5:30pm and on weekends. It holds up to 28 for large meetings, 30 for workshops, 48 for presentations, and 60 for receptions.
- The full ground floor (meeting room, front room, hall, kitchenette) is available on Friday evenings and weekends only.

✓ Payment

- Please refer to the MinorOak website events page for current costs.
- BACS transfer is preferred. Paypal and card payments are also available. You can also schedule and pay for events through Habu, our booking service.
- If you do not complete payment by the due date, we will charge a late fee equal to 10% of the value of the invoice per week.

✓ Cancellations

Unless otherwise agreed,

- You provide at least a month's notice: full refund, not including the non-refundable booking fee.
- One to four weeks' notice: full refund for cleaning fees and catering only.
- Less than a week's notice: no refunds provided.

✓ Photography

- MinorOak may arrange for photographs and/or video footage to be taken at public events and used for promotional purposes. Clients / delegates who do not wish their images to be used in this manner must notify us prior to the event.

✓ Marketing Support

- If your event has tickets available or is open to the public, MinorOak Coworking may help publicise it on social media channels, if we are in agreement.

✓ Ownership and Management

- MinorOak is owned and managed by Deidre (Dee) Miller.

Full Terms

1) These terms

- a) These are the terms and conditions on which we supply services to you. Please read these terms carefully before you confirm your event reservation.
- b) These terms tell you who we are, how we will provide services to you, how you and we may change or end the contract, what to do if there is a problem, and other important information.

2) Information about MinorOak Coworking

- a) We are MinorOak Coworking, a sole proprietorship established in England and Wales. Our company registration number is 271587728270. MinorOak is owned by Deidre Miller.
- b) Our address is 4 Gedling Street, Unit 6 Sneinton Market, Nottingham NG1 1DS.
- c) We are not presently registered for VAT.
- d) MinorOak Coworking is a shared office for independent and remote workers, and we also host events and provide virtual office services.
- e) MinorOak's availability for events:
 - i) The meeting room for eight may be available at any time.
 - ii) The front room, located on the ground floor along Gedling Street, may be available for events weekday evenings starting at 6:00pm and on weekends.
 - iii) The full Ground floor (meeting room, front room, hall, kitchenette) is available on Friday evenings and weekends only.
 - iv) The use of MinorOak for meetings and events is subject to room and staff availability.
 - v) MinorOak's mezzanine (the quiet work area upstairs) is not available for events, and MinorOak members may work on the mezzanine during your event.

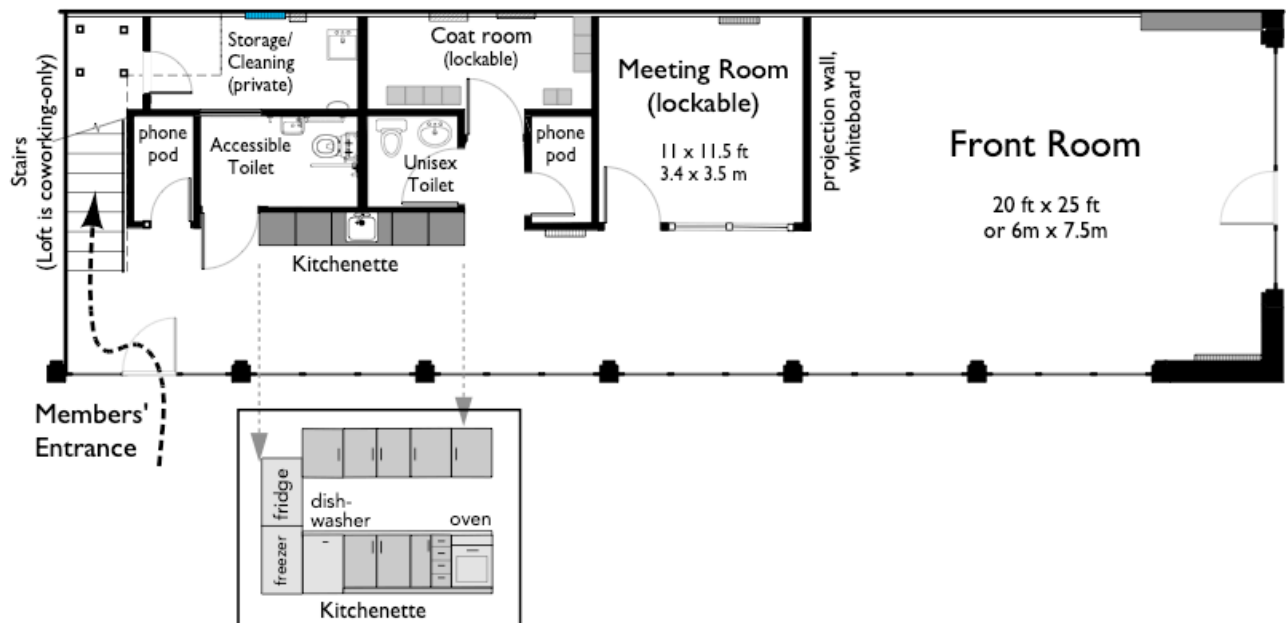
3) How to contact MinorOak Coworking

- a) You can contact MinorOak by telephoning Dee Miller at 0115 860 0051, by writing to dee@minoroak.com or at the postal address provided above.
- b) If we have to contact you, we will do so by telephone or by writing to you at the email address or postal address you provided to us in your inquiry.
- c) When we use the words "writing" or "written" in these terms, it includes emails.

4) Events Services provided by MinorOak Coworking

- a) MinorOak can host meetings, workshops and events for both members and non-members.
We have hosted:
 - i) Meetings, including large front room board meetings
 - ii) Consultations
 - iii) Workshops
 - iv) Presentations
 - v) Launches
 - vi) Networking events
 - vii) Regularly scheduled courses
- b) MinorOak has three options for meetings and events:
 - i) Meeting room,
 - ii) Front room, and
 - iii) Ground floor, which includes both the front room and the meeting room.

iv) Plan below:



- v) The mezzanine is available as a quiet work area for key-holding coworking members 24 hours a day and seven days a week. Key holders can enter and exit through the side door across from the stairs, so they need not interfere with events happening in the flexible use area and/or meeting room.
- vi) The toilets in MinorOak are available to everyone using the space, including members and events space users.
- vii) MinorOak's ground floor is wheelchair accessible, and it includes an accessible toilet.

5) Set-up, cleaning and facilities

- a) A cleaning and set-up fee will be charged unless it has been waived in advance.
- b) If the cleaning and set-up fee is waived, then it is the responsibility of the client to set up the event and to leave the space as they found it. This may include
 - i) moving furniture
 - ii) wiping down tables
 - iii) sweeping and mopping floors
 - iv) cleaning dishes
 - v) changing the bin bags and bringing the full bags to the Sneinton Market bin store
 - vi) cleaning the toilets
 - vii) etc.
- c) In general, the cleaning and set-up fee can only be waived for established events clients and coworking members.
- d) A waived cleaning and set-up fee may be reinstated with a 100% penalty if the space is not returned in its original configuration and with a similar level of cleanliness.
- e) Any damage to the space or its contents caused by participants in an event is chargeable to the client.

6) Catering

- a) MinorOak can provide coffee, tea, water and snacks. Please see appendix A for details.
- b) MinorOak's catering packages have a ten-person minimum.
- c) Clients are welcome to use outside caterers. Terms for the use of MinorOak's catering urns, dishes, dishwasher are arranged on a case-by-case basis.

- d) Please see Appendix B for an inventory of kitchen equipment and supplies

7) Events Spaces: Descriptions and Terms

- a) The Meeting Room / Decision Room
- i) The meeting room / decision room is available for small meetings, workshops and presentations. It has been designed to inspire creative problem solving, and visualisation tools – including a presentation monitor and whiteboard – are provided.
 - ii) The meeting room is available inside and outside normal business hours and can be used as:
 - (1) Meeting space with a five-foot diameter round table and chairs. Up to eight people can be comfortably accommodated.
 - (2) Presentation space (chairs only) for up to twelve people.
 - iii) The meeting room's area is approximately 125 square feet or 12 square meters
 - iv) The meeting room is billed per hour for non-members.
 - v) Meeting participants may wait in the coworking space for a reasonable amount of time before the meeting begins and may help themselves to coffee, tea and snacks in the kitchenette.
 - vi) We ask that meeting room users leave cups in the dishwasher and clean the table and whiteboard after finishing.
- b) The Front room
- i) The front room is filled with natural light from window walls (curtains provided) and skylights, and visualisation tools, including a whiteboard, presentation monitor and projector, are provided.
 - ii) See the events page on the MinorOak website for an equipment inventory.
 - iii) The front room is a coworking area during working hours, so it is only available for events outside normal business hours.
 - iv) The front room has:
 - (1) meeting space for up to 30
 - (2) classroom or workshop space for up to 30
 - (3) presentation space for up to 48
 - (4) Reception area for up to 60
 - v) The front room is approximately 500 square feet or 45 square meters
 - vi) Weekend evenings are billed as full ground floor use only.
- c) The full Ground Floor
- i) The ground floor, including the meeting room, front room and kitchenette, is perfect for pop-up restaurants and launch parties for products, books, albums, films, etc. It can also be used for social and business events. The meeting room can be used as a staging area or for serving food and drink, and the kitchenette supports basic catering.
 - ii) The full ground floor is only available for events on Friday evenings and weekends.
 - iii) The full ground floor includes full use of the meeting room, flexible use area, kitchenette and drinks fridge.
 - iv) The phone rooms can become coat rooms.
 - v) The member locker room, which has a combination lock, can be made available as secure storage for staff, presenters, etc.
 - vi) Cost reductions for evening events may be negotiated if we are able to sell drinks and the event is arranged at least four weeks in advance.

8) Invoicing and Payment Terms

- a) The price of the services will be the price set out in our price list in force at the date of your order unless we have agreed another price in writing. We take all reasonable care to ensure that the prices of services advised to you are correct.
- b) An itemised invoice will be sent electronically, or events may be scheduled and paid for via MinorOak's booking service. Preferred payment terms are by Bank Transfer or booking service direct debit and within agreed terms of invoice unless agreed otherwise in advance.

- c) MinorOak Coworking will invoice your event as soon as it is confirmed verbally or in writing.
 - i) Bank Transfer is preferred; Paypal and card payments are also available.
 - ii) It may be possible to arrange other terms in advance of confirmation.
 - iii) If you do not complete payment by the due date, we will charge a late fee equal to 10% of the value of the invoice, per week.
 - iv) If you think an invoice is wrong, please contact us promptly to let us know.

9) Photography

- a) MinorOak may arrange for photographs and/or video footage to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.
- b) Clients / delegates who do not wish their images to be used in this manner must notify us prior to the event.

10) Our contract with you

- a) Our acceptance of your order will take place when we tell you that we are able to provide you with the services and you agree to use MinorOak for your event, at which point a contract will come into existence between you and us.
- b) If we are unable to accept your inquiry, we will inform you of this and will not charge you for the services. This might be because of previous bookings, because we have identified an error in the price or description of the services, or for any other reason.
- c) **Your right to make changes**
 - i) If you wish to make a change to the services please contact us. We will let you know if the change is acceptable. If it is provisionally acceptable, we will let you know about any changes to the price of the services, their timing or anything else which would be necessary as a result of your requested change and ask you to confirm whether you wish to go ahead with the change.
- d) **Our right to make changes**
 - i) We may change the services to reflect changes in relevant laws and regulatory requirements or to implement minor technical adjustments and improvements. These changes will not affect your use of the services.
 - ii) In addition, we may make changes to these terms or the services, but if we do so we will notify you and you may then contact us to end the contract and receive a full refund before the changes take effect.

11) Public documentation of bookings

- a) All bookings will be recorded on MinorOak's booking calendar and may be displayed on MinorOak.com.
- b) If you wish, event details can be kept private. Please inform MinorOak Coworking in advance if this is your preference.

12) Marketing Support

- a) MinorOak Coworking may publicise your event on its public events calendars and social media channels, if we are in agreement on cost and scope. This service is often complimentary.
- b) MinorOak Coworking may choose not to help publicise your event for any reason.
- c) If you would like MinorOak Coworking to help publicise your event, then please provide links and details as soon as possible after booking.
- d) If you wish, MinorOak Coworking can refrain from assisting with publicity or limit its participation.

13) Providing the services

- a) We will supply the services to you on the date and times set out in the inquiry or agreed upon in further discussion.
- b) If our performance of the services is affected by an event outside our control, then we will contact you as soon as possible to let you know and take steps to minimise the effect of the delay.
- c) We may need certain information from you so that we can provide the services to you. We will contact you to ask for this information. If you do not provide us with this information within a reasonable time or you provide us with incomplete or incorrect information, we may make an additional charge of a reasonable sum to compensate us for any extra work that is required as a result.

- d) We will contact you in advance to tell you we will be cancelling a booking unless the problem is urgent or an emergency. We will refund any sums you have paid in advance for services not provided to you.
- e) If you do not pay us for the services by the due date on the invoice and you still do not make payment within seven days the first payment reminder, we may cancel future bookings.

14) Your rights to end the contract

- a) You may contact us at any time to end the contract for the services, but in some circumstances, we may charge you certain sums for doing so, as described below.
- b) If you are ending the contract for a reason set out at (a) to (e) below the contract will end immediately and we will refund you in full for any services which have not been provided or have not been properly provided. The relevant reasons are:
 - i) we have told you about an upcoming change to the services or these terms which you do not agree to;
 - ii) we have told you about an error in the price or description of the services you have ordered, and you do not wish to proceed;
 - iii) there is a risk the services may be significantly delayed because of events outside our control;
 - iv) we suspend the services for technical reasons, or notify you are going to suspend them for technical reasons; or
 - v) you have a legal right to end the contract because of something we have done.

- c) **CANCELLATION:**

If you are not ending the contract for one of the reasons set out in clause 5.2, then:

- i) Four weeks in advance of the scheduled event: you will receive a full refund or a cancelled invoice for events space use, catering and cleaning fees, not including a £25, non-refundable deposit.
- ii) One to four weeks in advance of the scheduled event: you will receive a full refund or a cancelled invoice for cleaning fees and catering. The fee for events space use will not be waived.
- iii) Refunds will not be issued / invoices will still be issued and will remain valid if an event is cancelled with less than a week's notice.

15) Our rights to end the contract

- a) We may end the contract at any time by writing to you if you do not make any payment to us when it is due and you still do not make payment within seven days of us reminding you that payment is due;
- b) If we end the contract in the situations set out in clause 12.1, we will refund any money you have paid in advance for services we have not provided but we may deduct or charge you reasonable compensation for the net costs we will incur as a result of your breaking the contract.

16) Other important terms

- a) You may only transfer your rights or your obligations under these terms to another person with our written consent.
- b) This contract is between you and us. No other person shall have any rights to enforce any of its terms.
- c) These terms are governed by English law.

Appendix A:

MinorOak Events Services Costs

(last updated: March 2019)

Use Events Spaces

- Meeting Room: £15/hour
- Front room:
 - £20/hour
- Ground Floor:
 - £30/hour

Set-Up and Cleaning Fee

- Meeting room: included in cost
- Front room: £20 per use
- Ground Floor: £35 per use

MinorOak Catering for Meeting Room

- Included in cost. Help yourself from the kitchenette, please clean up afterwards.

MinorOak Catering for Front Room, Ground Floor (10 person minimum)

A. Coffee, tea and biscuits: £2/person, minimum 10 people

- regular and decaf coffee
- regular, decaf and herbal tea
- pitchers of lemon water
- biscuits and sesame snaps

B. Mezze selection: £5/person, minimum 10 people

- Turkish flat bread
- hummus and olive oil for dipping
- vegetarian stuffed vine leaves
- olives
- regular and decaf coffee
- regular, decaf and herbal tea
- pitchers of lemon water

Breakfast selection: £5/person, minimum 10 people

- croissants, pastries and rolls, including gluten-free oat cakes
- A selection of preserves
- A selection of sliced fruit
- regular and decaf coffee
- regular, decaf and herbal tea
- pitchers of lemon water

D. Wine, cheese, crackers and fruit: £15/person, minimum 10 people

- red and white wine (2 glasses wine per person)
- a selection of cheeses, each served with a different sliced fruit
- a selection of crackers
- sweet and savory chutneys

APPENDIX B: INVENTORY

Furniture Inventory (Front room)

- (12) 4'-0" x 2'-6" (122cm x 76cm) tables
- (1) 2'-6" x 2'-6" (122cm x 122cm) table
- (2) 3'-6" (107cm) diameter round tables
- (1) 4'-0" (122cm) diameter round table
- (1) 5'-0" (152cm) diameter round table
- 30 black stacking chairs
- 18 black folding chairs

Equipment Inventory

- Projector
- Presentation monitor
- Printers and office supplies

Kitchen Appliances

- small oven
- dishwasher
- fridge and freezer space
- medium-sized drinks fridge
- microwave
- filter coffee machine
- electric kettle
- two catering urns for hot drinks (10L each)
- two clear glass drinks dispensers (7L each)

Kitchen Accessories

- 30 matching coffee/tea cups
- 32 large glasses
- 18 medium-sized glasses
- 24 small glasses
- 12 large martini glasses
- 18 small martini glasses
- 24 wine glasses
- 1 small pitcher (for cream/milk)
- 6 large pitchers (for water or juice)
- 42 large plates
- 42 small plates
- 42 bowls
- 12 tealight holders / sauce cups
- 12 small square dipping bowls
- 12 small bamboo cutting boards
- 12 small glass vases
- 54 sets of cutlery (36 + 18)
- 4 trays
- 4 oven pans
- 6 large plastic cutting boards
- 4 sharp knives
- bottle opener
- can opener