



Happiness Hub Workspace Agreement

Licence reviewed 01 March 2017

About You

Name:

Organisation:

Role:

Type of Business:

Address:

Telephone:

Mobile:

Email:

Where did you hear about us:

Proof of Address provided

Start Date:

Licence Options

Entitlement	Cost
1 day/week M T W TH F	£43 / month
2 days/week M T W TH F	£86 / month
3 days/week M T W TH F	£107.50 / month
4 days/week M T W TH F	£129 / month
5 days/week M T W TH F	£150.50 / month
Additional single days	£11 / day
Meeting room - Bookable online	£0.00 (for 3 days + tenants) £11 / hour (for all others)
Refunded on termination of license	£11

**Variations on preferred days cannot be guaranteed*

Notes:

About the Leaseholder

Happy City Initiative
128 Cotham Brow
Bristol BS6 6AE

Company No: 7710776

Charity No: 1143037

Licence Payment to

Happy City Initiative

Bank: Cooperative

Sort code: 08-92-99

Account number: 65496811

Payment Reference: Initials-MONTH

About Happiness Hub at Canningford House

The Happiness Hub aims to be a magnet for people who champion a better future for all. The skills, events, measures and communications that support such work are promoted within the space. Cooperative principles apply – the right to services and facilities outlined below comes with a responsibility to uphold the values and culture of the space and the opportunity to participate in management decisions.













The Office:	1 st Floor, Canningford House, 38 Victoria Street, Bristol BS1 6BY
Ordinary Opening hours:	Weekdays - 8.45am to 6.30pm
Extended Opening hours:	24/7 access
Services:	Utilities, rates & use of a kitchen/rest area are included
Data Services:	Wifi included
Meeting Room:	Available free of charge to 3 day+ members. The meeting room is shared between all tenants and can be booked in advance. We have one meeting room shared by the whole office so will depend on availability. £11/hour for other users on an occasional, ad-hoc basis
Storage:	Limited. Some space may be available by negotiation.
Printing:	Printing is available via Happy City, billed monthly according to use. You will be allocated a printing code and all printing costs will be invoiced monthly.
Bicycles:	There are bike racks on Victoria Street. Bicycles are not permitted in the building.
Parking:	There is public metered parking nearby.
Deposit:	1 month's deposit is required on commencement. Deposits will be held by Happy City Initiative
Payments:	Must be made via standing order on the first day of the month.
Changes:	Either party may terminate this licence with four weeks written notice. Tariff change requests must be made by 20 th of the preceding month. Happy City Initiative reserves the right to adjust charges if necessary with one month's written notice.
Office Culture:	This agreement subscribes all members to the values of Happy City Initiative (see Workspace Responsibilities below). This is shared space where we all work together to keep the kitchen, meeting room and break out space clean and tidy.
Access & Security	You will be allocated a door fob, which you will sign for on your first day for access to the main building. There is 24/7 access to the building so you will be responsible for your own safety if you are here very late. Please ensure that nobody enters the building on your fob outside of conventional hours. We would not expect you to have visitors to the building after 9pm. There is a separate key and code for the office entrances, you will be allocated a key if deemed

	necessary which will be discussed in your induction on your first day..7 days per week. Licence holders use the space at their own risk. No liability is accepted for any loss, theft, injury or damage to people or their possessions or for loss of business. <i>You are strongly advised to arrange your own insurance.</i>
Lockup Procedure	We have an office lock up procedure which will be explained on your first day. Please remember to check all heaters, lights, fans, printers and non-essential electrics are off – especially the hot water boiler. Check all windows are closed and locked.
Recycling & Confidential Waste	We have recycling bins for paper, card and plastic. We have a shredder for all confidential waste.
Assignment	Everyone in the space must have their own licence agreement which cannot be lent or assigned to others.

Workspace Responsibilities

Members of the Happiness Hub workspace must commit to the principle of mutual support and collaboration and participate fully in the following responsibilities in return for the rights granted by licence payments. Happy City volunteers are bound by these same conditions. Everyone here is expected to help visitors/guests to observe these.

We expect each other to:

-  Be curious
-  Be solutions focused
-  Be appreciative
-  Be open
-  Be reliable
-  Be forgiving
-  Assume good intent of each other and the world
-  Say if things aren't working or if they change
-  Respect confidentiality of information
-  Strive for our own and each other's happiness in and out of the workspace
-  Act with integrity
-  Welcome/look after newcomers and visitors

In the unlikely event of behaviour which disrupts these conditions, Happy City Initiative reserves the right to cancel licences with immediate effect. In most cases we would expect the licence holding group to resolve the issue quickly. If the licence holding group cannot resolve the issue, Happy City Initiative will issue a written warning stating that a second instance will result in termination of the licence.

If you are signing this agreement on behalf of

Signed by Member:

You:

Date:

Signed on behalf of Happy City Initiative:

Us:

Date: