



I hereby apply for membership to The Harpenden Collective. I agree to be bound by the full Membership Terms and Conditions (enclosed), and to pay all applicable Fees.

Upon completion please email the signed application form to natalie@theharpendencollective.co.uk

## Applicant Details

Name \_\_\_\_\_

Home address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_

LinkedIn address \_\_\_\_\_

Facebook address \_\_\_\_\_

Instagram address \_\_\_\_\_

## Company Details

Limited company  Sole trader

Company name \_\_\_\_\_

Occupation / job title \_\_\_\_\_

Nature of business \_\_\_\_\_

(for inclusion in the The Harpenden Collective internal business directory. Please use separate sheet if required. If you do not wish to feature in the directory please tick here )

Business address \_\_\_\_\_

Postcode \_\_\_\_\_

Registered address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Website \_\_\_\_\_

Company number \_\_\_\_\_ VAT number \_\_\_\_\_  
(If applicable)

How did you hear about The Harpenden Collective \_\_\_\_\_

How do you anticipate using your membership? \_\_\_\_\_

Start my membership from Date

Shared membership Y / N Shared membership, partners or colleagues must fill out this form

MEMBERSHIP  
TERMS &  
CONDITIONS

1. The following terms and conditions apply to all memberships and usage of The Harpenden Collective, a service provided by The Harpenden Collective Limited ("Service Provider")
2. The term "Member" refers to you and other users/members of the services and space provided by Service Provider
3. The term "Space" refers to any physical space provided at The Harpenden Collective to include workstations, meeting rooms and communal areas
4. The Service Provider provides flexible workstations and meeting rooms for individuals and businesses seeking flexible space on an ad hoc and fixed basis. These terms and conditions and membership do not confer on the Member any landlord and tenant relationship with the Service Provider or any security of tenure
5. Subject to the Members' compliance with these terms and conditions, the following fees apply, subject to variance:
  - a. Annual Membership Fee (2 payment options):  
To obtain Membership all payment terms outlined below must be met
    - i) Upfront payment of £350 + VAT, payment on receipt of invoice  
Duration: 12 month contract  
Cancellation Policy: Annual auto renewal unless 30 days notice provided
    - or
    - ii) Monthly payment of £40 + VAT, payment by monthly standing order  
First payment due on receipt of invoice  
(Total paid over 12 months £480 + VAT)  
Duration: 12 month contract  
Cancellation Policy: Annual auto renewal unless 30 days notice provided
  - b. Desk Plans:
    - i) Pay As You Go  
£30 + VAT per day  
Payable on receipt of invoice  
Cancellation Policy: 24 hours' notice
    - ii) 4 Day Bundle (per month)  
£90 + VAT per month  
Payable on receipt of invoice, in advance of service.  
All days to be used within the month, no roll over permitted  
Duration: monthly rolling contract  
Cancellation: one months' notice
    - iii) 8 Day Bundle (per month)  
£165 + VAT per month  
Payable on receipt of invoice, in advance of service.  
All days to be used within the month, no roll over permitted  
Duration: monthly rolling contract  
Cancellation: one months' notice
    - iv) 12 Day Bundle (per month)  
£235 + VAT per month  
Payable on receipt of invoice, in advance of service.  
All days to be used within the month, no roll over permitted  
Duration: monthly rolling contract  
Cancellation: one months' notice
    - v) Unlimited Hotdesk (per month)  
£290 + VAT per month  
Payable on receipt of invoice, in advance of service.  
All days to be used within the month, no roll over permitted  
Available Monday to Friday 9am - 6pm, bookable one week in advance  
Subject to availability in the Space  
Duration: monthly rolling contract  
Cancellation: one months' notice
    - vi) Fixed Desk  
£320 + VAT per month  
Payable on receipt of invoice, in advance of service  
Duration: monthly rolling contract  
Cancellation: one months' notice
  - c. Meeting Room:
    - i) 8 person Meeting Room £30 + VAT per hour / £210 + VAT per day  
Payable on receipt of invoice  
Cancellation Policy: 24 hours' notice
    - d. Meeting Room Non-member:
      - i) 8 person Meeting Room £40 + VAT per hour / £250 + VAT per day  
Payable on receipt of invoice  
Cancellation Policy: 48 hours' notice
    - e. Parking
      - i) £7+ VAT per day  
Payable on receipt of invoice  
Cancellation Policy: 24 hours' notice
      - ii) £30+ VAT per week  
Payable on receipt of invoice  
Cancellation Policy: 24 hours' notice
      - iii) £70+ VAT per month  
Payable on receipt of invoice, in advance  
Cancellation Policy: 30 days' notice
    - f. Catering
      - i) Tea, Coffee & Biscuits from £3 + VAT per person
      - ii) Lunches from £15 + VAT per person
    - g. Printing
      - i) Printing and copying facilities charged:  
£3 + VAT per day (PAYG) / £4 + VAT per month (4 day bundle) / £10 + VAT per month (Fixed desk)  
The use of these facilities must be reasonable in terms of number of pages and time taken to print to accommodate the needs of other Members
    - h. Laminating
      - A4 £1.50 + VAT
      - A5 £1 + VAT
    - i. Mail forwarding
      - i) Each piece mail posted will incur a charge of postage plus 20%
      - ii) Special Delivery / recorded items will incur a charge of postage plus £2.50 per item
      - iii) Mail forwarding is subject to a minimum fee of £2 per month
  6. The Member is entitled to:
    - use Harpenden Hall as your business address.  
The address should be used as follows:  
Harpenden Hall  
Southdown Road  
Harpenden  
AL5 1TE  
Use as registered address is strictly prohibited  
NB. For couriers please include c/o The Harpenden Collective  
The Service Provider will notify you (by email) of post received within 24 hours.  
The Service Provider, at your request, can scan in post and email or keep for your collection within working hours  
Collection of post must be pre arranged
    - Bundle plan - use the space between 9am and 6pm on any normal working day
    - Fixed desk plan - use the space at any time (24/7) subject to responsibility for locking and unlocking the building as key and fob will be provided. We must be notified if keys and fobs are misplaced, lost keys and fobs will incur replacement costs
    - use any designated workstation in the space subject to a minimum unit booking of 1 day, subject to availability and advance booking
    - use the Meeting Room subject to a minimum booking of 1 hour, subject to availability and advance booking
    - use of wifi
    - complementary use of the Snug (in conjunction with workstation booking, when the meeting room is not in use), 1 hour per session, no return within 2 hours
    - complementary use of the meeting room 1 hour per week for member to member meetings. Bookable in advance and subject to availability
    - complimentary shared membership with colleagues at the same company and / or partners that run a local business subject to completing an Application Form. Shared membership entitles the invited member to use the facilities and other benefits, subject to pricing as outlined
    - complimentary hot and cold refreshments

## MEMBERSHIP TERMS & CONDITIONS

- auto inclusion in Business Directory. Published to other members and non members and available online. It is the responsibility of the member to ensure information is accurate and up to date
- invitation to The Harpenden Collective social, wellness and business events, both complementary and discounted
- leave items in the office if on a Fixed Desk plan, we endeavour to keep a clear desk policy with pedestals provided for storage
- 7. Use of The Harpenden Collective is subject to sufficient space being available to accommodate safely and comfortably the Members wishing to use the space at any one time. The Service Provider will determine the capacity levels. Should the space be fully booked, the Service Provider will provide alternative available dates
- 8. The Service Provider requires that all Members and their respective visitors behave in an appropriate manner and are respectful of other users of The Harpenden Collective. The Service Provider expects all Members to abide by the rules and regulations of The Harpenden Collective and reserve the right to vary these rules and regulations as and when necessary for the benefit of all Members
- 9. The Service Provider at its discretion may restrict access of any Member who, in the sole opinion of the Service Provider, is in breach of these terms and conditions
- 10. The Member is entirely responsible for safety of their own property and possessions while using the The Harpenden Collective. All such items must be removed from the Space at the end of each session. The Service Provider accepts no responsibility for any loss or damage to the Member or Visitor's property while using The Harpenden Collective, whether caused by negligence or otherwise
- 11. The Member is entirely responsible for the security of the data on their own electronic devices, such as but not limited to, laptops, smart phones, tablet PC or any other data carrying devices. In addition it is the responsibility of the Member to ensure that their antivirus and other security software are up to date and are in operation. The Service Provider accepts no responsibility for any loss or damage to the Member or visitors data, software or hardware from the use of The Harpenden Collective's network or internet access via the Service Providers network/WiFi connection
- 12. The Member shall not use the internet for any activity which in our sole opinion is illegal, immoral, indecent or detrimental to the usage and enjoyment of other members and / or guests
- 13. All fees are payable by the member to the following bank account:
  - Account Name: The Harpenden Collective Limited
  - Sort Code: 40-23-11
  - Account Number: 91683179
  - Reference: Invoice number
- 14. Failure to pay charges may result in the Service Provider terminating and/or, at the Service Provider's absolute discretion, suspending your membership. The Service Provider will take all appropriate steps to recover the outstanding charges and will charge interest at the prevailing rate
- 15. Members must complete a Membership Application Form accepting these terms and conditions before the Service Provider will provide any services. In the rare event the terms and conditions are not received but service has commenced, all terms and conditions automatically apply
- 16. The Service Provider provides access and use to Harpenden Hall and the Space on a best endeavour basis. In the event of issues arising, outside of our control, we will address with the landlord accordingly
- 17. The Service Provider may at any time alter these terms and conditions and may alter the level of charges/fees for the membership and the services it provides Members. All changes will be emailed to Members 28 days prior to them taking effect
- 18. The Member agrees that it will indemnify the Service Provider for any loss or damage suffered by the Service Provider or any other Member from or occasioned by the use of The Harpenden Collective by the Member (whether by negligence or otherwise)
- 19. The Service Provider will hold the information supplied in the original Membership Application form in various systems
  - The Harpenden Collective privacy policy is detailed on our website <https://www.theharpendencollective.co.uk/privacy>
- 20. By signing these Terms and Conditions, the Service Provider will regularly communicate with members by various methods (email / Whats App / booking app / html emails) in relation to The Harpenden Collective. The Service Provider may promote individual Members' businesses on various social media channels
- 21. In the event that the Member uses the services of the Service Provider before signing Terms and Conditions, the Terms and Conditions will automatically apply
- 22. These Membership terms and conditions are governed by English Law and the Member agrees to the exclusive jurisdiction of the English courts

Please indicate the following payment and package options

By signing below you agree to the Membership Terms and Conditions.

Print Name

Signature  Date

- Annual Membership
- Upfront Payment
- Monthly Payment

- Workspace plans
- Fixed Desk
- Unlimited Hot Desk
- 4 Day Bundle
- 8 Day Bundle
- 12 Day Bundle
- None