

i2 Office Limited - Business Lounge Membership Terms & Conditions

Terms

These terms and conditions apply to your i2 Office Business Lounge Membership. Member(s) refer to you and to other Business Lounge Members. Service(s) refer to the range of services or any one or some combination of them, offered by i2 Office and are set out and described in these terms and conditions.

The Service

i2 Office may at any time, alter these terms and conditions and the Service(s) offered and may also alter the product definition, the level of membership charges and service charges applicable to Business Lounge membership. Prior notice to Members of any such alterations will be provided to the Member not less than 30 days before any such alterations, including alterations to membership charges, come in to effect.

Business Lounge Introduction

Business Lounge membership entitles members to use the areas within the participating i2 Office centres which have been specifically designated for membership. A list of these centres can be found on the relevant area of the website: <http://www.i2office.co.uk/locations/BusinessLounges>. Locations where Club Desk and Club Desk + are available are excluded from this membership and day passes can be purchased to use these designated locations.

All Business Lounges are available on a first come, first served basis and areas cannot be reserved. Members are permitted to invite up to 2 guests at a time period for 2 hours and guests may only access Business lounges when accompanied by a Member and are required to register at Reception. Business Lounges are not intended as an alternative to a full time office visits should not extend to more than 3 hours during any one day. Hours of operation are Monday to Friday 9.00am to 5.00pm.

1 Availability and Behaviour

Business Lounges are subject to availability, fair use and sufficient space being free to accommodate those members and office clients wishing to have access at any one time. i2 Office has the right to determine appropriate capacity levels to ensure all members receive an optimum experience of their use of the Business Lounge areas. Membership of Business Lounges is for the person to whom the card has been registered and is non-transferable and may not be used by others. Failure to present a valid membership card may result in a Member not being allowed access to the business centre.

Members are responsible for ensuring their own behaviour and that of their visitors is always appropriate to the shared business environment. i2 Office reserve the right to deny access and terminate a membership at any given time at our absolute discretion.

Members are requested not to reserve space by leaving coats or other belongings unattended for more than 30 minutes and no alcohol or hot food may be brought in to i2 business lounges.

Members must not use any i2 Office business centre address for any purpose without purchasing a Virtual Office Mailing Address. Locations and pricing information can be found on the relevant area of the website: <http://www.i2office.co.uk/locations/VirtualOffices>

2 Internet and Refreshments

Business Lounge Membership entitles you to use the free internet access and refreshments facilities where they are available at designated Business Lounge locations.

i2 Office requires Members to comply always with the relevant provisions of the Digital Economy Act 2010 when using the business lounge free internet connection. If i2 Office experiences any issues with the provision of the internet service (whether temporary or suspension or otherwise) i2 Office will not accept any liability or be held responsible for any loss or damage whatsoever which may be occasioned to a Member because of the occurrence of such issues. This limitation and exclusion of liability and responsibility shall apply however such loss or damage may arise whether directly or indirectly and the Member waives any right to make a claim whatsoever against i2 Office arising out of or in connection with any such loss or damage. Usage will be monitored and if it is found to be used for fraudulent or inappropriate activity, we reserve the right to cease providing Members with internet access.

3 Payments and Charges

Business Lounge Membership fees are payable as a pro rata first payment for the current month and a month in advance by credit / debit card. Further monthly payments will be taken by Direct Debit on the first of each month and will continue until termination notice is confirmed as outlined in these Terms. Failure to pay or late payment of membership charges or other charges, may result in i2 Office terminating the membership and apply DD failure payment charges if applicable. i2 Office reserves the right to take appropriate steps to recover the arrears. Membership cards remain the property of i2 Office and any loss or theft of a card should be reported to i2 Office. Membership cards may be replaced at the cost prevailing at the time of replacement.

4 Limitation and Exclusion of Liability

i2 Office accepts no responsibility for any loss of or damage to Members property (or that of their visitors) while they are using the Business Lounge areas or any of the services offered at any i2 Office locations. Members will be entirely responsible for ensuring their property is safe and secure at all times and members shall be entirely responsible for insuring the same. We exclude liability for actions taken in response to breaches of these terms. i2 Office shall not be liable to any member or their guest for any direct or indirect loss suffered when using the Business Lounge space and its facilities, including for example, but not limited to any profit, loss of revenue, loss of reputation, loss of business, loss of opportunity, loss of contract, loss of goodwill, loss or corruption of data or information, consequential or economic loss or damages of any kind.

Should i2 Office not be able to provide any Business Lounge services at any given location, i2 Office will use its best endeavours to provide the services at an alternative location and transfer the membership to such location. Should i2 Office not be able to find such a suitable location, the member agrees that i2 Office will not be held liable for any loss, expense or damages nor liable for any refund in whole or part.

5 Data Protection

Business Lounge members will be required to provide photographic proof of Identification (photocard driving licence or passport) on their first visit to an i2 Office location. A photocopy will be taken and certified by an i2 Office member of staff and kept on file as part of Know Your Customer business best practice.

i2 Office undertakes that, in performing its obligations, it shall comply with the provisions of the Data Protection Act 1998 and all other applicable laws relating to the processing of Personal Data as defined by the DPA.

6 Membership Terms and Termination

Monthly Membership on joining is for a minimum initial period of one calendar month and will continue to renew each month until 1 calendar months' notice is received in writing by i2 Office. One calendar months' notice must be given in writing to cancel the membership service (and any add on services associated to it) and any ad hoc charges remaining must be paid for in arrears. i2 Office is not obligated to refund any amounts for a period when membership is unused except if i2 Office elects to terminate a Members membership for any reason or if there has been payment in advance for a Service which is withdrawn prior to use by a Member.