

# Global City Futures

## Exeter City Space Membership



# Membership Options

## COMMUNITY - Free, 1 day of hot desk space a month

### What's Included?

- Free wifi
- Free selection of teas and freshly ground filter coffee
- Indoor secure bike storage
- Free access to our timetable of events and access to our exclusive member only events
- Comfy break out areas

## LOCAL - £50, 8 days of hot desk space a month

### What's Included?

- Free wifi
- Free selection of teas and freshly ground filter coffee
- Indoor secure bike storage
- Free access to our timetable of events and access to our exclusive member only events
- Comfy break out areas

**For our Community and Local members you can hot desk on additional days throughout the month for £10 a day**

## RESIDENT - £125, unlimited hot desk space

### What's Included?

- Free wifi
- Free selection of teas and freshly ground filter coffee
- Lockable storage (bookable in advance or first come first serve)
- Printing\*
- Indoor secure bike storage
- Access to meeting rooms\*\*
- Free access to our timetable of events and access to our exclusive member only events
- Comfy break out areas

\*40x A4 pages per month (full colour or black & white), additional pages will be charged at 5p (Black and White) and 25p (colour) each (credits will not be rolled over if unused)

\*\*5 hours included per month, additional bookings will be charged at 50% of our rate card (time will not be rolled over if unused)

## RESIDENT TEAM - £800, desk space for up to 4 people in a private room

### What's Included?

- Free wifi
- Free selection of teas and freshly ground filter coffee
- Lockable storage (bookable in advance or first come first serve)
- Printing\*
- Indoor secure bike storage
- Access to meeting rooms\*\*
- Free access to our timetable of events and access to our exclusive member only events
- Comfy break out areas

\*150 x A4 pages per month (full colour or black & white), additional pages will be charged at 5p (Black and White) and 25p (colour) each (credits will not be rolled over if unused)

\*\*20 hours included per month, additional bookings will be charged at 50% of our rate card (time will not be rolled over if unused)

# City Space Membership Application Form

Membership Level:

- |                             |                          |   |                          |
|-----------------------------|--------------------------|---|--------------------------|
| Community Membership (Free) | <input type="checkbox"/> | Resident Membership (£125)                      | <input type="checkbox"/> |
| Local Membership (£50)      | <input type="checkbox"/> | Resident Team Membership: Private Office (£800) | <input type="checkbox"/> |

Contact Name: .....

Business Name: .....

Description/Sector of Business: .....

Please detail how your business meets our eligibility criteria (see T&Cs): .....

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Registered Company Address: .....

.....

Trading address same as provided:

Trading Company Name: .....

Trading Company Address: .....

.....

Contact Telephone Number: .....

Contact Email Address: .....

Business Type (private, public, charity, etc): .....

VAT registered:

I can confirm I have read the City Space rules and terms and conditions:

Signature: .....

Date: .....

## Space Rules and Code of Conduct

All members are required to sign the City Space Membership Terms and Conditions

- The City Space is only open from 9.00am - 5.30pm Monday to Friday.
- Please help us keep the office secure and be wary of who comes in the building with you. If you are leaving the City Space empty, please ensure that all the windows and external doors are properly locked.
- If you lose your access card, you'll pay £5 for a new one. Hey, it pays for the coffee. If you lose it and someone comes to steal our secrets, we'll blame you.
- You are welcome to have visitors. Your guests are your responsibility and all guests must sign in. Please don't grant access to someone who might do something bad.
- Please do not just walk in and use an empty meeting room. It may already be booked for another meeting and we'll have to kick you out. That's just awkward for all of us.
- We like things to be clean and tidy so please do not leave dirty items in the sink. That's why we have a dishwasher.
- Please don't use the common areas for your own personal storage. If you need extra storage space, we can help you in a way that won't traumatize us.
- This is a shared working space so please be aware of others. Don't make anyone feel uncomfortable as that's not cool.
- Please leave your canine friends at home. Whilst we love dogs, sadly not everyone does. Who are those people anyway.
- This is not the right environment for children. We do understand though that sometimes there really is no alternative and ask that you are considerate of others working in the space should you find yourself in this position.
- You borrow it, you put it back. You break it, you replace it.
- Please use your headphones to play music. Not everyone wants to listen to Mariah Carey. Don't be that guy.
- Somewhat unsurprisingly smoking will set off the fire alarms so please don't do it, vaping too. And also, they're not good for you.

## Frequently Asked Questions

All members are required to sign the City Space Membership Terms and Conditions

### **Do you offer a free trial day?**

Absolutely! We understand that it's important that you enjoy the feel of the City Space environment and we like to ensure that any potential members will be a good fit for us as well.

### **What are your hours?**

We are staffed and open Monday through Friday from 9am - 5:30pm.

### **What does a desk at the City Space include?**

All of our memberships will give you use of a desk and chair. Whilst we do not supply monitors at this time our Resident members are welcome to bring their own monitor to use\*.

\*Please note: you are liable for your own property.

### **Is tea and coffee provided?**

The best perk of them all! We supply a variety of tea bags, coffee and milk and keep it all stocked at no extra cost to you.

### **Can I put my lunch in the fridge?**

Yes. In order to keep track of it, marking your food is recommended. The fridge is cleaned out every Friday at the end of the day.

### **How do I sign up to the Wi-Fi?**

The Wi-Fi is Broadwalk-Guest and the password is CountdownTo2025.

### **How many meeting room hours do I get with my membership and what rooms can I use?**

Resident members are entitled to five hours of meeting room use per month. This can be applied to any of our meeting room spaces: Exe, Teign, Otter or the Library. Additional bookings will be charged at 50% of our rate card. Time will not be rolled over if unused. Community and Local memberships do not include any complimentary meeting rooms hours. Any bookings will be charged at 50% of our rate card.

### **How do I reserve a meeting room?**

You can reserve a meeting room by emailing or talking to our City Space Manager, Marie. Reservations are on a first come, first served basis.

### **Do you have a spare charger/mouse/adaptor?**

We don't offer these as standard however you may be able to borrow one from the team.

### **How do I get my logo on the City Space website?**

All our members can have their logo, a short description and a link on our website. Please send your logo, company name, and a brief summary to [marie.wybourn@globalcityfutures.com](mailto:marie.wybourn@globalcityfutures.com)

### **What are the storage options available in the space?**

We have key lockers available for secure storage and you are also welcome to use of our handy colour drawers in the main space. All our storage is on a first come, first served basis.

### **Can I print and scan?**

Our Resident members have an allowance of printing pages per month. Please speak to our City Space Manager, Marie, who can help get you set up on the printer. Any additional pages will be charged as per our rate card.

**Can I bring a guest to work with me at the City Space?**

We love guests! Please give us notice in advance if you have any guests coming to visit just so we can double check the bookings that day and to ensure the office is not overcrowded!

**What about using the phone?**

As long as your not shouting at anyone, feel free to use the phone. You may use the kitchen, the reception area and we have a “phone booth”- a small repurposed closet where you can take your calls privately.

**When and how will I be invoiced?**

When you decide to become a City Space member, you will set up an account with us. For our Local and Resident members, an invoice will be sent to you at the start of the month and payment is due within 14 days. For Community and Local members wanting to hot desk for additional days, payment will be taken on site when you arrive for the day.

**What industries are the people who work at The City Space in?**

We are a coworking space for individuals, commercial and social ventures. As we are the home of Exeter City Futures we have aligned ourselves to their 12 transformational goals for the City so everyone in the hub is working on solutions that will make Exeter an even better place to live and work.

**Will you have events for members?**

Join our Mailing List, or check out our Events page to view the latest on our upcoming events.

**Do I need insurance?**

The City Space is a secure office with limited access and CCTV outside the main entrance. However, you are liable for your own property and The City Space cannot be held responsible for any issues that arise.

**Are there any rules I need to know?**

Our City Space rules are on display and we ask that you kindly familiarise yourself with these.

**Can I register my company to the address?**

Unfortunately due to the nature of our lease you are unable to make the City Space your registered address. We are happy for you to receive post here care of Exeter City Space.

**I no longer need the desk, what's your cancellation policy?**

We hate to lose you! But if you have to go, we ask that Local and Resident members give us a written 30-day notice prior to your next invoice date.

**If I have additional questions who do I ask?**

Our City Space Manager, Marie, can answer any questions you might have. Her email is [marie.wybourn@globalcityfutures.com](mailto:marie.wybourn@globalcityfutures.com)

# Terms & Conditions

## 1. Introduction

- 1.1. The following terms and conditions (“Terms”) shall govern the relationships between Global City Futures City Space (the “City Space”), operated by Global City Futures Limited (incorporated and registered in England and Wales under company registration number 10769046) (“GCF”), the registered office of which is that Oxygen House, Grenadier Road, Exeter Business Park, Exeter, EX1 3LH and the members of the City Space (“Members”, “You” and “Your”).
- 1.2. The City Space is located at Broadwalk House, Southernhay West, Exeter EX1 1TS.
- 1.3. By registering as a Member, You are deemed to have accepted these Terms and You agree to be bound by them. Please read the Terms carefully and contact Us or Your legal advisors if You have any questions. If You do not agree to be bound by all of the Terms, You will not be eligible to become a Member and shall not be entitled to use the City Space.
- 1.4. We reserve the right to withdraw Our services, or make changes and corrections to the Terms, at any time without notice. Any such changes or corrections will be published on our website and will be legally binding on You when published.

## 2. Membership applications

- 2.1. You may apply to be registered as a Member by submitting Your personal and/or corporate details to Us via an application form which is available on Our website.
- 2.2. Membership of the City Space (“Membership”) is open to individuals, businesses and organisations who are seeking to:
  - develop innovative solutions which helps meet the goals defined by Exeter City Futures; or
  - develop innovative concepts within the circular economy, clean tech and sustainable cities arenas - including ways that we travel and power our lives in cities; or
  - create commercial and social enterprise that will deliver significant impact on the City of Exeter and the surrounding region

and whose ideas do not infringe on personal privacy or could have a negative impact on the brand and standing of Exeter City Futures (the “Eligibility Criteria”).

By completing an application form, You confirm (on Your own behalf or on behalf of Your business or organisation, if applicable) that:

- You fulfil the Eligibility Criteria;
- all of the information You have provided when completing an application form is true and accurate, and You will keep us informed of any changes to that information;
- You accept, and will abide by, the Terms and any other policies or rules relating to the City Space and/or its use that are in force from time to time, including those relating to health and safety and fire regulations) (“Policies”); and
- You agree that We may send You emails, newsletters and invitations to events that We think may be of interest to You.

- 2.3. We have the right to refuse to accept Your application to become a Member, if in Our reasonable opinion, You do not meet the Eligibility Criteria.
- 2.4. We process information about You in accordance with Our Privacy Policy, which is available on Our website. By registering as a Member, You consent to such processing.

### 3. Membership categories, entitlements and obligations

- 3.1. The categories of Membership that are available are stated on Our website.
- 3.2. Subject to the entitlements of Your category of Membership, any applicable Policies and availability within the City Space's opening hours, during Your period of Membership, You will have access to:
  - such number of hot desks within the City Space as are allocated to You by Us from time to time;
  - access to the City Space's wifi connection and any other telecommunications media serving the City Space; and
  - use of the kitchen, meeting rooms and informal working areas within the City Space on a non-exclusive basis.

The rights granted in this clause 3.2 may only be exercised by You.

- 3.3. The City Space's opening hours are Monday to Friday (excluding public holidays) between 9am and 5.30pm. Opening hours may be extended at Our discretion, for example where We wish to hold an early morning or evening event. Unfortunately we are not able to provide 24hr access to the City Space.
- 3.4. You shall keep the hot desks within the City Space that are allocated to You (and the surrounding area) clean and tidy. You are responsible for any damage or costs incurred by Us as a result of the use of the hot desks and, more generally, the City Space, by You and Your guests.
- 3.5. You are responsible for ensuring the security of Your property (including personal property) whilst using the City Space. We assume no liability in connection with Your property (including personal property) or the property (including personal property) of Your guests situated from time to time in the City Space.
- 3.6. The City Space is a shared and open office space used by a wide variety of Members as well as representatives of Global City Futures. You should expect anything that You say to be heard by others, and anything that You hear should be treated as strictly confidential. Notwithstanding the above, we recommend that Your private conversations within the City Space should be undertaken in an appropriate environment (for example, You may wish to book a meeting room). If You are planning to work collaboratively with other Members, You should consider entering into a formal non-disclosure agreement with them.

### 4. Membership fees and payment

- 4.1. The applicable fees for each category of Membership are stated on Our website. Membership fees are exclusive of VAT.
- 4.2. We may change the fees applicable to Your chosen category of Membership from time to time at our sole discretion, however such changes shall only apply to Your Membership upon renewal in



accordance with clause 4.3.

- 4.3. If We accept Your application to become a Member or renew Your Membership, We shall invoice You for the applicable fees for Your category of Membership, which You must pay within 14 days of the invoice date. If You do not pay the fees within this period, Your Membership will not be active and You shall not be entitled to access the City Space.

## 5. Membership expiry and termination

- 5.1. We will contact You prior to the expiry of Your period of Membership and, at our discretion, invite You to renew Your Membership. If You do not renew, Your Membership shall cease from the date of expiry of Your then current period of Membership and You shall not be entitled to continue to use the City Space.
- 5.2. You may terminate Your Membership at any time without notice by notifying us by email at [hello@globalcityfutures.com](mailto:hello@globalcityfutures.com). In such event, any fees that You have paid in advance in connection with Your Membership or use of the City Space shall not be refunded.
- 5.3. We may terminate Your Membership at any time without notice for convenience. In such event, any fees that You have paid in advance in connection with Your Membership or use of the City Space shall be refunded.
- 5.4. We may terminate Your Membership at any time without notice if:
  - in Our reasonable opinion, You have ceased to meet, at any time, the Eligibility Criteria; or
  - You breach the Terms or any other Policies; or
  - We cease to operate the City Space, or Our lease of the City Space expires or terminates.

In any of the above circumstances, any fees that You have paid in advance in connection with Your use of the City Space shall not be refunded.

- 5.5. You agree that We will have no liability to You as a result of the termination of Your Membership in accordance with clauses 5.3 or 5.4. Termination of Your Membership shall not affect Our rights in connection with any breaches of any of Your obligations under the Terms which existed at or before the date of termination.
- 5.6. Upon expiry or termination of Your Membership in accordance with this clause 5, You shall return all of Our property in Your possession, including all access fobs issued to You to enable entry into the City Space, and You shall be required to vacate the City Space immediately.

## 6. Limitation of liability

- 6.1. Please read this clause 6 carefully as its provisions limit Our legal liability in connection with Your Membership.
- 6.2. Subject to clause 6.3, We are not liable for:
  - the death of, or injury to You or Your guests in the City Space;
  - damage to Your property (including personal property) or the property (including personal property) of Your guests situated from time to time in the City Space;

- any loss of profits, business, data or information or any other consequential losses arising from Your use of the City Space;
- any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by You or Your guests to the City Space in the exercise or purported exercise of the rights granted by clause 3.2; or
- You being unable to access the City Space's wifi connection and any other telecommunications media serving the City Space.

- 6.3. Nothing in clause 6.3 shall limit or exclude the Licensor's liability for any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.
- 6.4. Our entire liability to You (including in contract, tort, negligence, statutory duty or otherwise, to the maximum extent permitted by applicable law) for any loss or damage whatsoever incurred by You arising out of or in connection with Your use of the City Space will in no event exceed the fees paid to Us for the period of Membership during which such loss or damage was incurred.

## 7. General

- 7.1. These Terms constitute the entire agreement between You and Us with respect to Your Membership and/or use of the City Space and shall supersede all previous representations, agreements and other communications between You and Us, both oral and written, relating to Your Membership and/or use of the City Space.
- 7.2. If You have completed an application form on behalf of Your business or organisation, You undertake to inform Your directors, employees, agents and contractors of Your obligations under the Terms and shall be fully responsible for their breaches of the Terms and any other Policies.
- 7.3. You acknowledge that:
- We retain ultimate control, possession and management of the City Space and You have no right to exclude Us from the City Space and You are permitted to access the City Space as Our licensee;
  - You have no right to use particular hot desks within the City Space and We may relocate You to alternate hot desks within the City Space for any reason on reasonable notice;
  - We do not guarantee that access to the City Space's wifi connection and any other telecommunications media serving the City Space will always be available or uninterrupted. We reserve the right to withdraw access to the wifi or other telecommunications media for essential maintenance and repairs;
  - neither Your Membership nor Your use of the City Space shall create a relationship of landlord and tenant between Us and You; and
  - the licence for You to use the City Space granted by the Terms is personal to You and is not assignable.
- 7.4. We will use the email address provided to us in Your application to be registered as a Member to communicate with You. You are responsible for ensuring Your email address held by Us is kept up to date.
- 7.5. These Terms and any dispute or claim arising out of or in connection with them or their subject matter or formation (including non-contractual disputes and claims) shall be governed by and construed in accordance with the laws of England. Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any such disputes or claims.