



Tooting Works 89 Bickersteth Road SW17 9SH
Tel: 020 8516 7700 Fax: 020 8516 7711
E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

Tooting Works Virtual Tenancy Package

The Tooting Works Virtual Tenancy package offers a business address and mail collection* via our Reception.

We offer a Virtual Tenancy at £33 + VAT per month which is a monthly rolling contract.

Please note that first payment will be taken via BACS transfer and the monthly rolling rate will be collected via direct debit on the 26th of each month.

*Reception will receive your mail and hold it for you in a secure post box for collection between 9:00 am and 5:30pm, Monday to Friday. Reception will also sign for and log any registered post sent for your business, and will hold signed-for post for **up to ten working days** in a secure collection area. We strongly encourage our virtual tenants to collect their post bi-weekly if. Unfortunately, we are unable to accept packages on your behalf as part of this service.

If you wish to take up a Virtual Tenancy package, please complete and return the contract below. Once this form and your payment are received, your Virtual Tenancy service will be activated.

Virtual Tenancy Contract Terms and Conditions

Subject to the Virtual Tenant ("the Customer") observing the Terms and Conditions set out below, Tooting Works ("TW") agrees to provide a virtual service ("the Virtual Service") to the Customer for the term ("the Term") at the premises ("the Premises") specified in the Virtual Tenancy Agreement ("the Agreement") upon receipt of the payment ("the Payment").

1. The Virtual Service provided by TW will consist of the following services:
 - i. TW will provide the Customer with a virtual address at the Premises for which the Customer will pay a Registration Fee of £10 excl. VAT.
 - ii. The Customer can collect mail from the reception desk during the Premises opening hours of 09.00 – 17.30.
 - iii. The Customer may use the Virtual Service address provided by TW as the Registered Address at Companies House, provided that the Customer complies with Companies House requirements and pays an annual Registered Company Address Fee of £10 excl. VAT. The virtual address is to be used only by the tenant and must not be assigned.



Tooting Works 89 Bickersteth Road SW17 9SH

Tel: 020 8516 7700 Fax: 020 8516 7711

E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

- iv. TW will receive on the Customer's behalf all pre-paid mail addressed to the Customer and will store in the Customers allocated mailbox on reception and as per the terms detailed above.
2. Payment for the Virtual Service ("the Payment") is payable in advance. The Customer may terminate the Virtual Service at any time in writing. There will be no refunds for early termination by the Customer. The Virtual Service may not be transferred to any other personal or business name.
3. TW may in its absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that
 - i. there is no or insufficient prepaid postage; or
 - ii. in TW's opinion, delivery of the item is in breach of Condition 7; or
 - iii. the Customer is using the Virtual Service for the delivery of parcels which are unable to fit into a letter box;
 - iv. any item received is addressed to an individual or business name not listed as a mailing name with the Agreement; or
 - v. if the Virtual Service is being used for the storage or delivery of items of value.
4. If the Customer fails to make any Payment, any mail received after the expiry of the existing agreement may, at TW's absolute discretion, be retained for up to 30 days pending Payment. In this event a Late Payment Fee of £30 will be charged.
5. If the Customer uses the Virtual Service address within any advertising undertaken via third parties including those not limited to printed or online directories, search engine portals or on the Customer's own or any other websites, Payment will be required to cover the entire advertising period for which the Virtual Service address is displayed.
6. If any Payments or other sums are outstanding to TW, TW shall have a lien over all uncollected items until such Payments are duly made.
7. The Customer undertakes
 - i. not to use the Virtual Service for any purpose which in TW's considered opinion may be deemed to be illegal or antisocial and if it does so it acknowledges that TW may report the same to any relevant authority; and
 - ii. not to send or deliver or permit to be sent or delivered to the Premises any illegal, defamatory, obscene, dangerous or bulky object or material
 - iii. Not to assign their virtual tenancy



Tooting Works 89 Bickersteth Road SW17 9SH

Tel: 020 8516 7700 Fax: 020 8516 7711

E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

8. If the Customer is in breach of any of these Terms & Conditions of this agreement, then TW may terminate the virtual service with immediate effect. In this instance there will be no refund of the Payment.
9. The Customer authorises TW and any of its representatives to sign at their discretion on the Customer's behalf for any deliveries addressed to the Customer's virtual address.
10. If the Customer fails to remove any item within one month of notice to that effect being given ("the Notice Date") then the Customer hereby authorises TW in its absolute discretion, either to destroy such items or to return them either to the Notice Date without further notice at the Customer's expense.
11. The Customer may check by telephone or email to see if they have any mail. TW is not obliged to open and read mail or tell who it is from.
12. TW shall not be liable for any indirect or consequential loss, including loss of profit, nor for any liabilities, costs, claims, demands or expenses arising from any event beyond its control including, but not limited to, any loss, damage, delay or misdelivery on the part of Royal Mail or any other carrier.
13. In order to activate the virtual service the Customer is required to provide:
 - i. the full name, address and telephone number of all persons for whom mail is to be received or held;
 - ii. the nature of business to be undertaken or reason for rental where rental is not for business purposes. A business can be defined as an activity involving the sale of goods and/or services;
 - iii. two (2) original forms of identification, or suitably certified copies, for all persons for whom mail is to be received, held or forwarded, of a type approved by TW, including a 'proof of identity' and a 'proof of address'. A full list is available upon request.



Tooting Works 89 Bickersteth Road SW17 9SH

Tel: 020 8516 7700 Fax: 020 8516 7711

E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

14. Additional names

- i. Holders of a Virtual Tenancy Contract are only entitled to have the registered owner's name listed as the recipient of mail.
- ii. As a registered accountancy or legal firm, the virtual tenant may have the post of their clients sent to their registered virtual address. To do so, the virtual tenant MUST first inform TW by emailing hello@tootingworks.co.uk stating the name of the client whose mail will be sent to the registered virtual address. You MUST also confirm in the email that the client has used your registered address as the registered address for their business. You MUST also confirm that you have instructed your client that all mail addressed to them MUST be addressed in the appropriate manner as per the example below.

Full name or business name of your client, C/O (business name or full name of registered virtual tenant), Tooting Works, 89 Bickersteth Road, Tooting, SW17 9SH.

It is the responsibility of the Customer to notify TW of any change in address or contact details, or any change to named recipients of mail in writing, during the period of the Virtual Service Agreement.

15. The customer acknowledges that this contract contains the whole of the terms agreed with TW and that he/she was not induced to enter into this contract by any representation not included in this contract.
16. The terms of this contract shall not be varied save by written contract and any temporary permission of failure to take action in respect of a breach by the customer shall not vary the terms.



Tooting Works 89 Bickersteth Road SW17 9SH
Tel: 020 8516 7700 Fax: 020 8516 7711
E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

Virtual Tenancy Contract

A contract is made between **Business Launchpad (BLP)**, **Tooting Works (TW)**, and _____ (the Customer)

Name:

Company Name:

Mobile no:

Email address:

Address (Home):

TW hereby grants the Customer permission to use the address of Tooting Works, detailed below, for the purpose of business registration and receiving mail. Mail will be stored securely in Reception for collection during the working hours of 8.30am to 5.30pm Monday to Friday, excluding public holidays.

Tooting Works
89 Bickersteth Road
Tooting, London
SW17 9SH

1. This contract shall commence on _____ 2020 and shall continue for 12 months and will be terminated by either the Customer or TW giving **one month's notice** to the other in writing prior to the end of the contract. TW reserves the right to terminate the contract with immediate effect in the event of the customer failing to comply with the conditions of the licence; including payment of the fee in advance.
2. TW reserves the right to refuse to accept a customer and to terminate or vary any service in writing at any time with or without cause, and shall not be liable for any loss arising from any failure to provide or perform such services.

4. Customer's Obligations

- i) to pay in full all cost and expense including solicitor and court fees incurred by TW in connection with the enforcement of any of the terms of this contract.
- ii) to pay VAT or similar or substituted tax due on any sum payable under this contract.

5. TW shall not be responsible for any loss, damage or destruction to the customer's property or to the property of any such employees' agent or invitees or visitors unless otherwise provided by statute.



Tooting Works 89 Bickersteth Road SW17 9SH

Tel: 020 8516 7700 Fax: 020 8516 7711

E-Mail: hello@tootingworks.org.uk WEB: www.tootingworks.org.uk

6. This service will only be provided for the person/company mentioned above. In the case of a limited company, TW enters into this contract only at the request of the two persons who have signed the contract and both persons by their signatures agree that they will be jointly and severally liable for the performance by TW of its obligations.

7. The customer acknowledges that this contract contains the whole of the terms agreed with TW and that he/she was not induced to enter into this contract by any representation not included in this contract.

8. The terms of this contract shall not be varied save by written contract and any temporary permission of failure to take action in respect of a breach by the customer shall not vary the terms.

Customer signature:

Print Name:

Date:

**Signed on behalf of
Business Launchpad:**

Print Name:

Date:
