

Co-Working Space Hire Terms and Conditions

1. Booking and Reservation

1.1 Co-working space is available on Tuesdays from 9:00 AM to 5:00 PM.

1.2 Bookings can be made online for the following pass types:

- Day Pass (£20)
- Swim & Work Pass (£25)

1.3 Reservations are non-refundable, subject to availability and must be confirmed in advance.

2. Payment and Pricing

2.1 All prices are in British Pounds (£) and are subject to change without prior notice.

2.2 Payment is required at the time of booking.

2.3 Additional services, such as refreshments or meeting room hire, are charged separately:

- Meeting Room Hire: £35 per hour (subject to availability)
- Refreshments: Available for purchase at additional cost from Trevassack Lake Café.

3. Facilities and Access

3.1 Day Pass includes:

- Access to co-working space at The Learning Centre
- Private desk
- Shared PowerPoint
- Complimentary high-speed Wi-Fi

3.2 Swim & Work Pass includes:

- Access to co-working space
- Private desk
- Shared PowerPoint
- Hot showers and changing rooms
- High-speed Wi-Fi
- Wild swim session (Tuesday 9am – 10am)

3.3 All facilities are fully accessible.

3.4 Users are expected to:

- Maintain a clean and respectful workspace
- Return facilities to their original condition
- Respect other users' privacy and work environment

4. Conduct and Behaviour

4.1 Users must:

- Behave professionally and courteously
- Refrain from disruptive behaviour
- Respect the peaceful working environment
- Follow instructions from Trevassack Lake staff

4.2 Inappropriate behaviour may result in immediate removal from the premises without a refund.

5. Personal Belongings and Liability

5.1 Users are responsible for their personal belongings at all times.

5.2 Trevassack Lake is not liable for:

- Loss or damage to personal items
- Theft
- Accidents or injuries on the premises

5.3 Users are advised to have appropriate personal insurance.

6. Health and Safety

6.1 For Swim & Work Pass users:

- Participants must be competent swimmers
- Wild swimming involves inherent risks
- Users swim at their own risk
- Follow all safety instructions provided
- Agree to our separate swimming terms and conditions

6.2 COVID-19 and Health Precautions:

- Users should follow current health guidelines
- Stay home if feeling unwell
- Practice good hygiene
- Respect any current health and safety protocols

7. Photography and Privacy

7.1 Photography or recording within the co-working space is prohibited without prior written consent.

7.2 Users' privacy will be respected at all times.

8. Community and Networking

8.1 The space encourages professional networking and collaboration.

8.2 Unsolicited sales or aggressive networking is prohibited.

9. Sustainability and Social Impact

9.1 All proceeds go towards supporting the Children's Sailing Trust.

9.2 Users are encouraged to:

- Minimise environmental impact
- Use resources responsibly
- Support the venue's social mission

10. Modifications to Terms

10.1 Trevassack Lake reserves the right to modify these terms at any time.

10.2 Current terms will be available on-site and online.

11. Technology and Service Interruptions

12.1 Technology Disclaimer

- Trevassack Lake provides high-speed Wi-Fi and electrical access as an amenity but cannot guarantee uninterrupted service.
- Users acknowledge that technical issues may occur without prior notice.

12.2 Service Interruption Policy

- In the event of Wi-Fi or electricity failure, Trevassack Lake will: a) Make reasonable efforts to restore service promptly b) Notify users of known or anticipated disruptions when possible

12.3 Limited Liability

- Trevassack Lake is not responsible for: a) Loss of work or data due to service interruptions b) Any financial or professional consequences arising from technical failures c) Inability to complete work or meet deadlines d) Indirect or consequential damages related to service disruptions

12.4 User Preparedness

- Users are advised to: a) Bring backup power banks b) Save work frequently c) Have alternative internet access options (mobile hotspot) d) Consider potential technical interruptions when planning critical work

12.5 Refund and Compensation

- No refunds will be issued for temporary service interruptions
- For extended service failures (over 2 continuous hours), a pro-rated credit may be considered at the discretion of management

13. Electrical Equipment Safety

13.1 Portable Appliance Testing (PAT)

- All electrical equipment at Trevassack Lake undergo regular Portable Appliance Testing (PAT) and are maintained to meet current safety standards. Therefore, users bringing personal electrical equipment must ensure: a) Devices are in good working condition b) Devices do not pose any safety risks c) Devices comply with basic electrical safety standards.

13.2 Equipment Inspection

- Trevassack Lake reserves the right to: a) Inspect user-brought electrical equipment b) Prohibit use of any device deemed unsafe c) Disconnect any equipment that may pose a risk

14. Noise and Workspace Etiquette

14.1 Noise Management

- To maintain a productive and peaceful environment, users must: a) use headphones when listening to any for audio b) Avoid prolonged or loud telephone conversations c) Seek private areas (such as meeting rooms) for extended calls or online meetings

14.2 Enforcement

- Staff may request users to: a) Reduce noise levels b) Move to designated communication areas, c) Suggest meeting rooms for longer discussions, d) Cease activities disrupting the workspace

14.4 Repeated Violations

- Persistent noise disturbances may result in: a) Verbal warnings b) Temporary removal from the workspace c) Potential termination of co-working access without a refund

12. Consent and Agreement

11.1 Booking and using the co-working space constitutes acceptance of these terms.

Contact Information

For inquiries, bookings, or concerns please visit cstexperiences.co.uk/coworking-space

- Email: hello@cstexperiences.co.uk
- Phone: 01326 702326

Last Updated: 4/12/24 FW