

For access to CoWorking 101 facilities, you must sign, date and return the form to Dynamic Art and Text, confirming your agreement to the following terms and conditions. *IMPORTANT: your registration details and signed agreement to these Terms and Conditions (below) are only collected (by way of this form) once.*

Name: _____ Phone: _____

Email: _____

Organisation (for invoicing): _____

Billing address / email: _____

Terms and Conditions as of 1st June 2016

1. CoWorking 101 is a registered business name, a subsidiary of Dynamic Art and Text.
2. The premises of Dynamic Art and Text is strictly a private office and not a public space. The owner (proprietor) and/or designated manager/staff may refuse entry to anyone at any time, and reserves the right to ask patrons/visitors to leave the premises in the event of threat to persons and/or the facilities.
3. To be eligible to use the "CoWorking 101" facilities you MUST be a registered client of Dynamic Art and Text. Registered clients are herein referred to as the *DAT Client*.
4. The CoWorking 101 facility is offered as a "support" service to the DAT Client. Usage of the premises is limited to only those areas of the building designated on the day/time of check-in. Facilities and rates outlined on our websites and marketing materials are a general description and are subject to change.
5. All access to CoWorking 101 facilities must be pre-booked AND is restricted to a maximum period of one calendar month per booking. Fees (as per current schedule) are to be paid in advance and are non-refundable unless your written cancellation advice is received by Dynamic Art and Text at least 7 days prior.
6. Subsequent bookings will be deemed as your continued "confirmed" agreement of these or ANY future updated Terms and Conditions and/or Pricing Schedule.
7. Changes to the Terms and Conditions will be posted on the Coworking 101 website. Only current and recurring DAT Clients will be notified by email of such changes.
8. Dynamic Art and Text reserves the right to adjust pricing for facilities without notice. Price changes will not apply to pre-paid /concurrent bookings or bookings commencing within 7 days of booking.
9. Once confirmed Casual/Daily booking payments will be *receipted* only, not invoiced. Weekly and Monthly bookings will be invoiced once paid. Ongoing/regular clients may request a monthly statement of payments.
10. The DAT Client is solely responsible for the security and/or safety of any work equipment and personal effects that they bring onto the premises 24 hours a day, 7 days a week. DAT do not offer ANY contents insurance coverage. Furthermore the DAT Client will be held liable for any damages arising to the premises caused by equipment or personal effects that they have brought onto the premises.
11. The DAT Client may only invite "guests" onto the premises for pre-booked meetings, consultations, interviews (or "*101Playmusic*" activities approved by Dynamic Art and Text) where the name/contact details of each guest is provided at the time of booking AND the "invited guest/s" have agreed to the specific terms outlined in Clause 13 of this document; AND all such activity has been approved by Dynamic Art and Text.
12. The DAT Client agrees to assume full responsibility and liability for their "invited guests".
13. The DAT Client's "invited guest/s", whether accompanying or participating as tutors or students or attendees of activities or events promoted and/or facilitated by the DAT Client at the offices of Dynamic Art and Text, agrees to the following terms and conditions (13.1 to 13.5 of this clause as follows):
 - 13.1. Activities and/or events are only offered as a one-off "training and support" service to *guests* via the DAT Client. Dynamic Art and Text reserves the right to revoke a *guest's* further access to any services at any time.
 - 13.2. "Invited guests" do not have access to Wifi (internet) and Kitchen facilities, nor is access to these facilities included in the Meeting/Activity booking fees.
 - 13.3. Any person under 18 years of age is required to provide signed permission from their parent/guardian before attending any activity on the premises.
 - 13.4. Tutors working with students under 18 years of age must provide current evidence of Working With Children Check.
 - 13.5. Alcohol/drug consumption is not permitted on the premises during activities or events.

I hereby agree to the terms and conditions for access to CoWorking 101 facilities.

Signed by
DAT CLIENT _____

PRINT NAME _____

DATED _____