

COWORKING MEMBERSHIP TERMS

Membership & Services Agreement

Burbspace Limited · Company no. 12383136 · Unit 12 Green Park, Coedcae Lane Industrial Estate, Pontyclun, CF72 9GP

This agreement is between **Burbspace Limited** (“Burbspace”, “we”, “us”) and the person or business accepting it (the “Member”, “you”). By selecting a plan and accepting, you agree to the membership plans, services and terms set out here.

1 · Membership plans & fees

PLAN	FEE	INCLUDES
Roamer	£59/mo or £649/yr	Co-working / hot desk access up to 5 days a month · resilient fibre + 5G backup · free coffee & tea · free parking.
Local	£129/mo or £1,419/yr	12 days a month, roughly three days a week · hot desk access · locker included · discounted meeting room hire · resilient fibre + 5G backup.
Resident	£275/mo or £3,025/yr	1 assigned desk · 24/7 access · locker included · gym access included · discounted meeting room hire · resilient fibre + 5G backup.
Team Room	£650/mo or £7,150/yr	Private ground floor office · 3 to 4 desks · your own key, 24/7 access · discounted meeting room hire · resilient fibre + 5G backup.

Custom and team plans are available by arrangement. Annual plans are charged as 11 months for 12.

2 · Pay-as-you-go & add-ons

OPTION	PRICE	DETAIL
Day Pass	£15/day	Desk space 9am–5pm · resilient fibre + 5G backup · free tea & coffee · common areas · free parking.
5-Day Book	£65	Five prepaid days, valid six months from purchase, non-refundable.
Meeting room	£59 half day £99 full day	Private room for up to 6 · screen and HD video conferencing · whiteboard.
Evening or weekend session	£40	Two hours of the space outside normal working hours.
Content half day	£120	Half a day shooting in the unit · free parking for kit.
Extra meeting hour	£20	Member rate for meeting room hours beyond your allowance.
Gym access	£20/mo	On-site gym access. Included with Resident.
Locker	£10/mo	One personal locker. Included with Local and Resident.
Storage bay	£60/mo	A dedicated bay for stock, samples, kit cases or event gear.
Parcel receipt and hold	£45/mo	We sign for and hold deliveries. Goods only — not a business address service.
24/7 fob	£25/mo	Out-of-hours door access for Roamer and Local members. Included with Resident and Team Room.

PAYG options can be booked on the day, subject to availability.

3 · Services & amenities

- Fast Wi-Fi.** Resilient fibre with 5G backup.
- Free tea & coffee.** Unlimited refills.
- Free parking.** On-site, on the estate.
- 24/7 access.** Resident and Team Room, or via the 24/7 fob add-on.
- Micro gym.** Included with Resident, available as an add-on.
- Meeting rooms.** Bookable for calls & collaboration.

4 · Terms

- 1 Term & renewal.** Monthly plans are rolling and renew automatically each month; annual plans run for 12 months. Fees are payable in advance by the chosen method.

- 2 Cancellation & notice.** Monthly members may cancel by giving **one calendar month's written notice**. Annual fees are non-refundable except where required by law. Day passes and add-ons are non-refundable once booked.
- 3 Price changes.** We may change fees or services on at least **30 days' notice**; continued use after the change date constitutes acceptance. Annual plans are held at the agreed rate until renewal.
- 4 Access & house rules.** Access is personal to the Member and non-transferable. Use of the space, desks and rooms is subject to availability and to Burbspace house rules and reasonable management requirements.
- 5 Use of the address.** The Unit 12 address may **not** be used as a registered office, business address, correspondence address or trading address for any company, LLP or partnership, and may not be given to Companies House, HMRC or any bank as a business address. Members with assigned space may receive personal and business post by prior written arrangement. Burbspace does not provide company formation, registered office, mail forwarding or company secretarial services.
- 6 Entitlements & fair use.** Included day passes and meeting room hours are allocated per calendar month, do not roll over, and have no cash value. Prepaid 5-Day Books are valid six months from purchase and are non-refundable. Usage beyond the included allowance is charged at the member rate.
- 7 Add-ons.** Gym use is at the Member's own risk and Members must declare any condition that makes exercise unsafe. Third-party trainers must evidence their own public liability insurance and qualifications before using the space with clients. Storage bays exclude hazardous, perishable, illegal or high-value goods and are not insured by Burbspace. Parcels are held for 14 days and Burbspace accepts no liability for their contents.
- 8 Out-of-hours access.** Door fobs are personal and non-transferable and must not be lent to anyone. Lone working outside staffed hours is at the Member's own risk. Guests are not permitted outside staffed hours without prior notice to Burbspace.
- 9 Guests & conduct.** Members may bring clients or guests in line with house rules and remain responsible for their conduct. Members will treat the space, staff and other members with respect.
- 10 Not a lease.** Membership is a licence to use shared facilities only. **No Member, including a Team Room member, is granted exclusive possession of any part of the premises.** Burbspace retains possession and control of the premises and reserves the right to relocate a Member to comparable space on reasonable notice. Nothing in this agreement creates a lease, tenancy or any security of tenure under the Landlord and Tenant Act 1954 or otherwise.
- 11 Liability & insurance.** Burbspace is not liable for loss of or damage to members' property, or for indirect or consequential loss. Members are responsible for insuring their own equipment and business. Nothing limits liability that cannot be limited in law.
- 12 Data.** We process member data to administer membership, in line with our privacy policy and UK data-protection law.
- 13 General.** This agreement is governed by the laws of England & Wales and is the entire agreement between the parties regarding membership.

ELECTRONIC ACCEPTANCE

This agreement is accepted electronically in the member dashboard at burbspace.com. The acceptance record — name, business, plan, timestamp, IP address and user agent — is stored against the member account, and the confirmation is stamped below on the member's signed copy.