

Birchcliffe Centre Office Rental Terms & Conditions

Deposit of one month's rent shall be paid on acceptance of Pennine Heritage (PH) terms & conditions. This will be returned (less any deductions) at the end of the tenancy.

Room/s to be left in same (or better) state at end of tenancy as they were at its start.

Monthly Rent is payable in advance on first day of month.

Rent arrears of more than 14 days shall be taken as notice to quit within one calendar month of most recent rental payment date.

Either party may choose to cancel the agreement at one months notice, except in case of gross misconduct, negligence or unreasonable behaviour in which case notice to quit may be immediate.

One set of keys will be issued to the tenant. These (and any duplicates) must be handed back at the end of the tenancy.

Access to the Birchcliffe Centre is available 24 hours a day, 7 days a week. Security of the entire centre is of vital importance, especially in the case of shared entrances. It is your responsibility to ensure the building is entirely secure. This is just as important when you are 'in' or if you are (or suspect you are) the last person to leave. Full instructions on this procedure will be given. (also see 'negligence', above)

Fire alarms and drills are regularly scheduled. Unless you have been specifically told to ignore the bells you must follow procedures and leave the building, gathering in the designated area/s.

All rents are net of VAT, which is added at 20%.

Prices are inclusive of heating, rates, water charges, reasonable electric usage, reasonable recycling and landfill rubbish disposal and car parking.

The Birchcliffe Centre has a 85 mbs fibre internet connection, shared access to which is free. In some parts of the building boosters or wired connections may be required and these would have to be fitted at the expense of the tenant. For private access to fibre a separate phone line may be installed at tenant's expense.

The Trustees of PH intend that a weekday 'Reception' service be maintained from 9-5, and that the main 'front' doors of the building will be open during these hours.

Printing, scanning and photocopying are available at a small charge.

The PH boardroom is available for use by all tenants. This can be booked no more than 2 weeks in advance at a cost of £5 per hour. Unbooked use of the boardroom is also available at no cost at the discretion of the centre administrator.

Each tenant is entitled to one free car-parking space. Further spaces can be negotiated subject to availability. Visitors are welcome to use the car park for short stays.

PH is a charity and exists to promote the history, buildings and culture of the Upper Calder Valley. Rents and charges are entirely used to further these aims and pay our small staff team. There is no 'profit' involved.