

**LICENCE TO OCCUPY**

**THIS AGREEMENT IS MADE ON**

BETWEEN:

1. Age Connects Morgannwg (the Licensor) of Principality House, Rear of 31 Taff Street, Pontypridd CF37 4TR AND

(2) Marilyn Phenis, Blakeley Teleservices, 19 Cheriton Avenue, Cefn Hengoed, Hengoed, CF82 7JA

Licence Period: the Licence Period means the period from the date of this agreement (to commence on 28 October 2016) to 1 May 2018. This Agreement will be reviewed in March 2017.

The Licensor hereby grants licensee:

* 1. Permission as licensee only to occupy 1 room (as outlined on the attached Floor Plan), a kitchen and toilet facilities on the 2nd Floor of the building known as Age Connects Morgannwg and will be on a nonexclusive basis and no tenancy will be created hereunder and determinable upon the events set out under Clause 7 hereof
	2. There will be a charge for the use of this office space which will be the provision of teleservices as detailed on the attached schedule.
	3. The licensor shall at all times retain full rights to the premises and access to the same as the Licensor deems fit but without prejudice to the Licensee.
	4. The Licensor give the Licensee it servants and or agents personal permission to use the premises described as the Accounts Rooms 1 &2 (the property) throughout the week. The premises shall be used in compliance with the provisions of the Town and Country Planning Acts from 1971 to 1990 (the Planning Acts) and in particular but without prejudice to the generality of the aforegoings shall not be used for any purpose involving the sale of goods or other things (whether retail or wholesale).
	5. The premises shall be used in proper and workmanlike manner and the Licensee shall be responsible for any damage to or deterioration of the premises caused by him (fair wear and tear excepted) occurring during the period of this Licence.
	6. The Licensee shall be responsible for insuring the contents in the ownership of the Licensee on the Premises against fire and other perils and will produce evidence of such insurance on demand by the Licensor
	7. The Licence will terminate:
1. The Licensee giving the Licensor four weeks written notice in that behalf or
2. The Licensor giving the Licensee four weeks written notice in that behalf or
3. Either party being in breach of any of the terms hereof
	1. Termination of this licence shall be without prejudice to any rights of either party in respect of any antecedent breach of the terms hereof by the other
	2. The License shall:
4. Maintain the premises in as good repair and condition as the same as today and keep the premises clean and tidy
5. Not to undertake any work or alterations of any nature (save as are necessary in order to comply with any obligations contained therein) to the premises
6. Not impede or interfere with the Licensor’s rights of possession and control
7. Not change or install any locks in the premises without consent of the Licensor
8. Use the premises as only office accommodation
9. Not do anything which may avoid or increase the premium payable for any policy of insurance with the Licensor maintains in respect of the Building
10. Only use the premises for purposes permitted in accordance with the Planning Acts and not for any illegal or dangerous use or any purpose which is likely to cause a nuisance to other occupiers of the Building or any neighbouring property
11. Keep the premises adequately secured against theft and vandalism
12. Allow the Licensor and all persons authorized by it to have access to the premises at any time for the purpose of inspection and for any other reasonable purpose, seven days written notice to be given by the Licensor save in case of emergency
13. If for any reason the Licensee shall cease to occupy the whole or part of the premises then deliver the premises back to the Licensor in the same state and condition as they are in at the date of the Licensee entering into occupation at the same. To ensure this occupation of the Licensor and inventory will be undertaken by the Licensee and signed off by both Licensee and Licensor
14. Not to smoke within the premises or building
15. Ensure all visitors are logged on and off the premises. Both Licensee and Licensor will ensure completion of the Signing In log for all visitors and agents using the facility
16. Appropriate fire safety and first aid training is given to their employees and representatives (we operate fire safety checks on the premises regularly)
17. All electrical equipment brought onto the premises is properly tested and certified

1.10 It is hereby agreed:

1. The Licensor shall not be responsible for any loss or damage suffered by the Licensee by reason of the condition or state of repair of the premises and gives no warranty in relation to it.
2. The terms of this License are the full terms agreed between the parties and the Licensee has not been induced to enter into by any representation (written or oral) made by or behalf of the Licensor.
3. Any fittings not removed by the Licensee within fourteen days of the Licensee quitting the premises shall become the property of the Licensor
4. The Licence will be excluded from the security of tenure provisions of the Landlord and Tenant Act 1954.

DATED:

SIGNED:

On behalf of Age Connects Morgannwg

DATED:

SIGNED:

On behalf of Blakeley Teleservices



**SCHEDULE 1**

The following services shall be provided by Blakeley Teleservices to Age Connects Morgannwg (ACM) in exchange for occupancy of the office space described as Accounts Rooms 1 & 2 on the attached floor layout plan.

Services:

* Provision of outgoing Customer Survey calls as per agreed instructions and timescales
* Inputting of data to Charity Log system as per instructions
* Answering of incoming telephone enquiries to ACM
* Referral of telephone enquiries to appropriate individuals at ACM via telephone and email
* Making general outgoing calls as requested by ACM

The services provided may be added to or amended at any time, following discussion and agreement by Age Connects Morgannwg and Blakely Teleservices.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Blakeley Teleservices

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age Connects Morgannwg