

Client Terms

This agreement is made between SaGE Workspace, with an address of _____, herein called the Host and _____ with an address _____, herein called the Client.

Host hereby agrees to provide Client with Virtual Office and Coworking Space Services to conduct business upon the following terms and conditions.

1. Client's Authorized Nature of Business: _____.
2. Services: As per Client Workspace Services Invoice.
3. Regular Hours, Federal Holidays & After Hours: Host shall designate standard rates for designated regular hours and peak rates for after hours and federal holidays.
4. Renewal, Rate & Fees: Annual shall be subject to automatic renewal and up to 10% increase annually. On demand service rates & fees are subject to change without notice.
5. Minimum Term: All monthly membership plans shall be subject to a minimum one (1) month contract term.
6. Penalty Fees may be chargeable for late payments, cleaning, unauthorized/improper workspace usage.
7. Care and Maintenance: Client acknowledges that the workspace is in good order and repair.
8. Alterations: Client shall not, without the written consent of Host, make any alterations, additions, or improvements, in, to or about the business center. Client shall be liable for any unauthorized alterations.
9. Entry and Inspection: Host or Host's agents shall enter any workspace at reasonable times for the purposes of cleaning, inspecting the same or conducting business center tours for prospective clients at any time.
10. Transfer of Utilization: Client shall not, without the written consent of the Host, authorize any third party to utilize the business center or any other services.
11. Conduct: Client agrees not to engage in criminal activity, unwarranted, unreasonable or unauthorized use of the property, or cause annoyance, discomfort, excessive noise that inconveniences any other clients.
12. Insurance: Client shall be liable for his or her own business asset and liability insurance including bodily injury and property damage.
13. Indemnification of Host: Host shall not be liable for any damage or injury to the Client, his employees, contractors or property in the workspace.
14. Early Termination & Cancellation Notice: Unless otherwise specified, client shall provide written notice of 30 days for monthly contracts and 24 hours for hourly and daily bookings. Client shall forfeit any and all security deposits and payments made, if Client terminates early and/or fails to provide the required notice.
15. Remedies on Default: If either party defaults in the payment of any fees or in the performance of any of the other covenants or conditions hereof, the defaulting party shall receive notice of such default. If the defaulting party does not cure any such default within 10 days after the giving of such notice, the agreement shall be deemed terminated on the date specified in such notice. The defaulting party shall remain liable, pro-rata, for the period that service is due or was provided and Client shall forfeit any refundable security deposit held by the Host in full. No failure to enforce any term shall be deemed a waiver.
16. Entire Agreement: The foregoing and client contract services invoice constitute the entire agreement between the parties and may be modified only in a writing signed by both parties.

i. Name & Title of Authorized Signatory:	
ii. Signature of Authorized Signatory:	
iii. Name of Business:	
iv. Date:	
v. Name of Sage Workspace Representative:	
vi. Signature of Sage Workspace Representative:	
vii. Date:	