

## GENERAL TERMS AND CONDITIONS

### **1. Introduction**

- 1.1. Spring Hub is a co-working space managed by Spring Hub OÜ (registry number 14085321), situated in Estonia, Tallinn, Pärnu mnt 148 (**Hub, we, our**”).
- 1.2. These General Terms and Conditions (**Terms**) set out the basis of your membership (**Member** or **you**) and how you may use the Hub.
- 1.3. These Terms, House rules and the Price-list apply to anyone who uses the Hub, including a Member and a guest.
- 1.4. We may vary the Terms, House rules and Price-list from time to time. We will let you know if we do so.

### **2. Member, Membership**

- 2.1. In order to start using the Hub you need to apply for a membership on our web-page [www.springhub.org](http://www.springhub.org) and if granted one sign the membership contract (**Contract**) we send you. After duly signing the Contract you become a Member of the Hub.
- 2.2. You may choose between following membership statuses that will give different rights:
  - 2.2.1. Hot desk – you have a flex desk in the Hub.
  - 2.2.2. Dedicated desk – you have a fixed desk in the working zone of the Hub.
- 2.3. Your membership allows you to use the Hub and associated facilities under these Terms and the specific restrictions in your membership. Please note that your membership and membership credentials are personal and not to be shared with anyone else.
- 2.4. The details of all membership statuses and our services are set forth in the Price-list.

### **3. Use of the Hub**

- 3.1. The Hub is open 24 hours a day and 7 days a week.
- 3.2. Guests may be invited for 2 hours a day unless there is a meeting room booking taking place. You are responsible for your guests and that the guests

comply with the Terms and House rules. Guests must be always escorted by you and it is not allowed to invite guests to the working zone.

- 3.3. For planning purposes we have the right to relocate you to another desk or area in the Hub.
- 3.4. Smoking is allowed only outside of the Hub (outdoors).
- 3.5. We may remove you from the Hub and cancel your membership if you do not comply with the Terms or House rules.
- 3.6. Detailed rules for using the Hub and making it safe and comfortable for all the Members are stated in the House rules.

#### **4. Fees**

- 4.1. All the service and membership fees are stated in the Price-list.
- 4.2. All membership fees are to be paid in advance weekly or monthly or annually, depending on the payment term agreed on in the Contract. Membership fees are non-refundable, regardless of when the Contract is terminated or how much the Hub is used by the respective Member.
- 4.3. We will charge a 0,1% penalty for late payment per each delayed calendar day. We have a lean and straightforward procedure in place for late payments, that includes reminders before the calculation of the penalty for late payment and if necessary suspension of member credentials (access to the Hub) and engagement of debt collection partner, but we hope all this is not necessary.

#### **5. Termination, suspension and cancellation**

- 5.1. We may terminate or suspend a membership of any Member who has breached the Terms or House rules or the Contract or who is late with any payment. We will notify the Member of the termination or suspension and remove all member credentials immediately.
- 5.2. You may cancel your membership by sending a written notice to [coworking@springhub.org](mailto:coworking@springhub.org). The following notice periods shall apply, unless otherwise stated in the Contract:
  - 5.2.1. Hot desk membership – 7 calendar days;
  - 5.2.2. Dedicated desk membership – 30 calendar days.

#### **6. Miscellaneous**

- 6.1. The Member is liable for any damage caused by the Member or any guest of the Member to the Hub or to any other Member or guest of the Hub. The Member will be charged for all occurred costs (including collection costs).
- 6.2. We are not responsible for any accident in the Hub, or for the loss of or damage to any personal property or data which occurs on the territory of the Hub. You are responsible for your personal belongings and data. We will do everything to make the Hub as safe and comfortable as possible.
- 6.3. We have no responsibility to you for loss of profits or business; depletion of goodwill and/or similar losses; loss of anticipated savings; loss of contract; loss of data; any special, indirect, consequential or pure economic loss or damage of any kind.
- 6.4. All rights to the Spring Hub logo are our property and you may not use the logo without our prior permission.
- 6.5. In case of conflict the order of application shall be as follows: (1) the Contract, (2) the Price-list, (3) the Terms and (4) the House Rules.
- 6.6. The Terms are governed by and interpreted in accordance to Estonian Law. The regulation of Contract of partnership in the Estonian Law of Obligations Act shall not apply to the Terms and/or the Contract.
- 6.7. Any dispute arising out of or in connection with the Terms, Contract, House Rules, Price-list shall be finally, if means of negotiations fail, settled in the courts of Estonia with the Harju County Court being the court of first instance.