



## RATE CARD FOR OFFICES AND SERVICES

Welcome to the Urras Oighreachd Ghabhsainn Business Centre Rate Card.

The UOG Business Centre is a unique building offering offices and retail space for rent, as well as providing a venue for events and seminars. The building has strong energy efficiency principles and offers excellent facilities in a unique and peaceful setting, all within easy reach of the main town of Stornoway, Isle of Lewis.

The Business Centre offers a range of services and facilities, including private office space, a multi-purpose area which can be used for events/exhibitions and a private meeting room.

The Business Centre staff will also be able to assist you, where possible, with additional requests you may have. This may include:

- Telephone answering service
- Arranging travel plans
- Typing
- Event Management Support
- Printing and preparation of documents/letters
- Preparation of Presentations

For more information or a quote please contact: [office@uogltd.com](mailto:office@uogltd.com)

## TERMS & CONDITIONS

### Rental Terms

The standard rental period is for a minimum of 3 months, but if office space is available we can offer flexibility with this. Please contact us if you require a non-standard rental period for any product or service.

### Tenancy Agreement

You will be issued with a tenancy agreement, which will be countersigned and you should retain one copy for your records. A draft agreement is attached to this document. Please note this is not your specific agreement and is just an example.

### Additional Services

Additional services such as a telephone answering service or any administrative service will incur an extra charge. If you require any additional support, please let us know and we will ensure you are provided with a quote for the work beforehand. The usual rate for administrative support is charged at £18 per hour. All other extras and prices have been listed further below.

### Vehicle Hire

We have an Electric Mini Bus which can be hired. Please enquire for more information.

### Prices and Taxes

All prices are in Pounds Sterling (GBP£) and are subject to VAT, and all payments must be made in Pounds Sterling (GBP£).

We reserve the right to revise any products or prices in the Business Centre Rate Card if there is a significant change in the demand for services or a significant change in market conditions.

Prices do not include specialist insurances. All risk or loss, damage or destruction will be the user's responsibility.

## FACILITIES

The Business Centre offers the following facilities.

All offices have underfloor heating using an environmentally friendly ground source heating system. A specialist ventilation system is also in place, which ensures maximum comfort. Heating and ventilation are fully adjustable for each specific area of the building. The building is air tight and therefore wooden flooring is in place in each office, the meeting room and foyer area. The retail/function area has a non-slip specialist floor covering.

Space	Area	Power Outlets (13 amp sockets)	Furniture / Fittings	Price
Main Office (1)	30m	14 duplex sockets	4 desks 4 chairs 2 small cabinets 2 large cabinets 1 large bookshelf 2 small bookshelves	Not available
Retail / Function Area <i>(kitchen area with fridge, microwave and tea/coffee making facilities)</i>	66m	13 duplex sockets	20 stacking chairs 9 trestle tables (5ft)	£80 half day £150 full day
Foyer Area	38m		Exhibition Wall Display Space	Contact for more information
Office (2)	14m	7 duplex sockets	None	FULL – No longer available
Office (3)	13m	5 duplex sockets	None	Full – No longer available
Office (4)	13m	5 duplex sockets	None	Contact for more information
Meeting Room	18m	5 duplex sockets	Meeting table 10 stacking chairs Coat Stand	£60 half day £100 full day

The walls between offices are permanent and provide sound insulation.

The rental price includes:

A permanent room to act as an office/work space

Wooden flooring

Furniture / Fittings (as per the previous table)

Duplex power outlets (as per the previous table)

General lighting

General ventilation and heating

Security

General maintenance and cleaning

Car parking space is also included and visiting spaces can be reserved for any visiting guests.

The rooms are suitable for the creation of a working office environment based on laptop computers. We can activate your phone line and internet connection prior to your taking up your tenancy. Please advise us as soon as possible if this is a service you require and your specific connectivity requirements. Please note that not all rental agreements include a phone and broadband connection.

Our retail area and meeting rooms are available for half-day or full-day bookings, with or without catering, we also offer very flexible arrangements for booking - if you need to cancel, you don't necessarily lose any deposit - mainly because we don't take one! But if you have to cancel at the last minute, and we can't re-sell the booking, we do ask you to pay for the basic room hire.

We can offer catering facilities to complement the meeting rooms – we will of course always cater for vegetarian and other dietary requirements as necessary.

#### Extras

Meeting room booking: £20 per hour, for short meetings (max 2 hours)

Photocopies (B&W): £0.05 each

Photocopies (Colour): £0.15 each

Stationery: at cost plus - 25%

Printer paper: £3.50 a ream of 80 gram paper

Staff support: £18.00 per hour

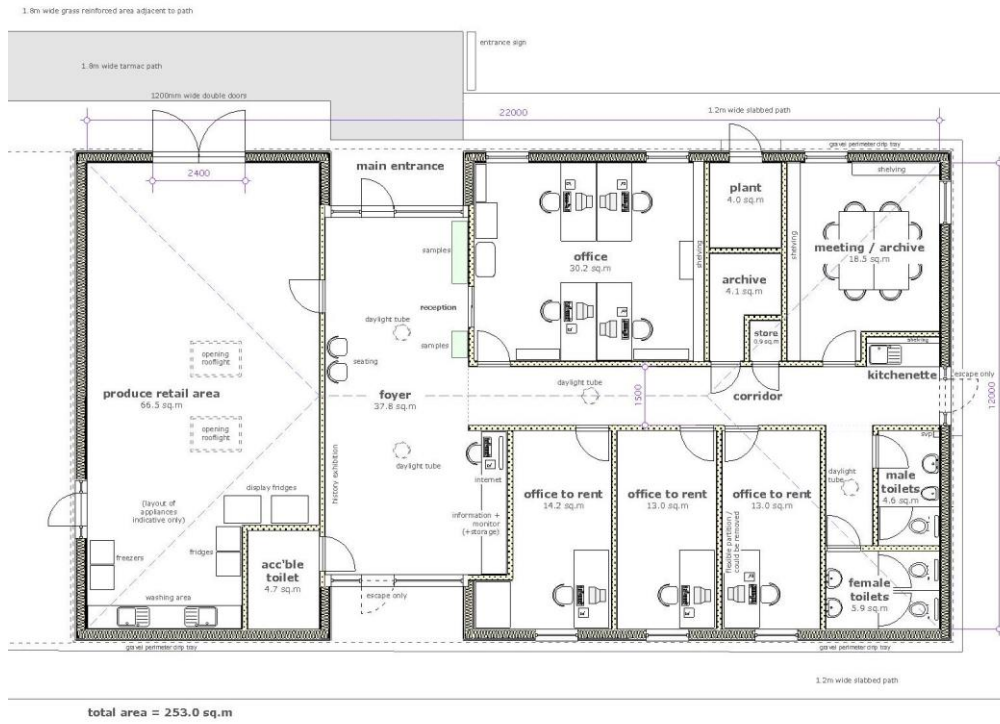
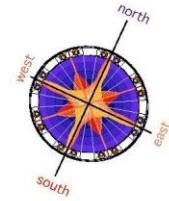
Equipment hire: Laptop, Screen Projector - £20 per item per booking

Flip chart: £10 per booking

Refreshments: Tea, coffee and biscuits - £2.50 per person per half day booking

Sandwich Lunch: £7.00 per person

# BUSINESS CENTRE FLOOR PLAN



## EXAMPLE OF TENANCY AGREEMENT

### **TENANCY AGREEMENT FOR RENTAL OF OFFICE SPACE AT UOG BUSINESS CENTRE, TOM NA BA, SOUTH GALSON, ISLE OF LEWIS**

This is The TENANCY AGREEMENT between **GALSON ESTATE (TRADING) LTD**, A Company having its registered office at UOG Business Centre, Tom na Ba, South Galson, Isle of Lewis, HS2 0SH (Reg No: SC351453) (The Landlord) and **Company** a limited company incorporated under the Companies Acts and having its Registered Office **Address** (The Tenant).

This document forms the basis of your tenancy agreement with our company. It sets out the rental payments due and the general terms and conditions of let for the guidance of both parties. When you are satisfied that the agreement is in accordance with your understanding, **both copies should be signed and dated on the last page** and returned to our registered office. A countersigned copy will be returned to you for your records.

Please note that keys will not be issued until such time as the required deposit has been paid and the direct debit for rental completed and returned to our company.

If, during the course of your tenancy, you have any queries regarding the agreement, please do not hesitate to seek clarification. We hope you enjoy your tenure with our company and that our standards of service meet and exceed your expectations.

The Landlord agrees to let to the Tenant, Office at extending to some square feet or thereby, subject to the following terms and conditions:

1. The let will be from, **DATE** for an initial period of **MONTHS** and thereafter from quarter to quarter until terminated by either party on giving thirty days prior notice in writing, or such longer period as mutually agreed.
2. (a) The monthly rent shall be **(plus VAT)** payable by direct debit which is enclosed, on the first day of each calendar month for the month then current.  
(b) Prior to entry, the Tenant shall also pay a sum equivalent to one months' rent (VAT Exempt), which is repayable on termination of the let after deduction of any charges due in respect of breakages or damages.  
(c) The rent is inclusive of basic cleaning of the premises, plus the cleaning, maintenance and repair of any common parts of the property, such as parking and landscaped areas, entrance hall, passages and toilets.  
(d) The rent also includes heating, lighting and electrical power for the premises unless otherwise stated.  
(e) The Landlord shall be responsible for the reasonable security of common parts of the property. The tenant is responsible for ensuring that all doors and windows of his premises are secure when absent from the premises.  
(f) The rent does not include local property rates levied by the local authority. As tenants may be eligible for rates relief, application for relief, and payment of rates should be submitted directly to the local authority; Comhairle nan Eilean Siar, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW
3. The rent shall be subject to annual review on the Landlord's giving to the Tenant not less than THIRTY days notice in writing. The rental shall be reviewed upwards only in accordance with the current market rentals obtained by Galson Estate (Trading) Ltd.
4. The Tenant may not assign the tenancy or sub-let any part of the premises without the prior written consent of the Landlord.

5. *The premises are let for the purpose of (use) use and shall not be used for any other purpose without the prior written consent of the Landlord.*
6. *The Tenant accepts that the premises are in such condition and repair as is specified in the Schedule of Condition annexed and signed and undertakes to maintain the premises in such condition during the period of the let. The tenant agrees to return the unit according to the Schedule of Condition including repairing holes in the walls, replacement of damaged floorcoverings and redecoration.*
7. *The Landlords shall be responsible for the exterior decoration of the property and for the decoration of any common entrance hall passages, toilets and other common parts of the building. The Landlord shall keep the premises wind and watertight.*
8. *The Tenant shall not make any structural alterations to the premises or install any machinery without the express written consent of the Landlord.*
9. *The Tenant shall at his own expense and to the reasonable satisfaction of the Landlord make good all damage to the premises let and the property as a whole, including window glass, where caused by him, his employees or visitors.*
10. *At the termination of the Tenancy agreement, the Tenant shall remove all fixtures and fittings belonging to him and repair any damage caused by their removal. With the written approval of the Landlords, however, the outgoing and ingoing Tenants may agree regarding the taking over of any fittings and fixtures at the value to be adjusted between them. If the Tenant carries out approved alterations to the premises let, on termination of the tenancy agreement he shall restore the premises as reasonably required by the Landlord at his sole expense, unless otherwise agreed in writing with the Landlord.*
11. *The Tenant shall report in writing to the Landlord all cases of damage and repairs required to the subjects let for which the Landlord may be responsible. The Landlord shall carry out all such repairs as soon as practicable.*
12. *The Tenant shall keep the premises in a tidy condition to the satisfaction of the Landlord and be responsible for ensuring the prompt removal of all rubbish.*
13. *The Landlord reserves the right of entry to the premises for the purpose of inspection at all reasonable times by any authorised officials or agents.*
14. *The Tenant shall insure the whole of his stock and equipment in the premises and shall exhibit to the Landlord if and when required the Policies of Insurance. The Landlord shall insure at his own expense the building as a whole.*
15. *The Tenant shall at his own expense comply with all statutes, statutory regulations and bylaws applicable to the use of the premises let under this Tenancy Agreement.*
16. *The Tenant shall bear all monthly charges and call charges arising from connection to and use of telephone and other communication apparatus supplied by the Landlord. No other telephone or communications apparatus shall be installed within the premises except where the Landlord has given permission in writing. Any charges associated with such an additional installation and use would be payable by the Tenant.*
17. *The Tenant shall free and relieve the Landlord from and keep him and his officials and agents indemnified against all personal injury whether fatal or otherwise, loss of or damage to property or any other loss, damage or expense however caused or incurred which shall arise through the occupation and use by the Tenant, employees of the Tenants or third parties, of the premises let.*
18. *The Landlord shall not be responsible nor liable to make reparation for no in any way to compensate the Tenant for any loss, injury or damage or temporary deprivation of occupancy which he may sustain through the failure or defect in water, power, electricity, drainage, telecoms or any other utility service for which the responsibility lies out with the control of the Landlord.*
19. *The Landlord shall be entitled not only to recover from the Tenant all losses or damage which the Landlord may thereby sustain but also in addition shall at their discretion, be entitled to terminate the tenancy agreement forthwith by giving the Tenant 28 days Written Notice of their intention in the event of:*
  - a. *Any operation being carried out in the premises which shall in the exclusive judgement of the Landlord appear dangerous or injurious or objectionable or to be outwith the scope of the*

authorised use or likely to become so or shall constitute nuisance or inconvenience to the Landlord, their tenants or to the neighbourhood.

- b. Any part of the rent being in arrears for more than one month.
- c. The Tenant not observing the general conditions of let.
- d. The Tenants becoming bankrupt or going into liquidation.

20. Any dispute arising out of the Tenancy agreement, other than cases where the Landlord has the sole discretion, shall be referred to a single arbiter to be mutually agreed and failing agreement to be appointed by the Sheriff Principal of Grampian, Highlands and Islands.

21. If it becomes necessary for operational reasons arising from events beyond the influence or control of the Landlord, the Landlord reserves the right to move Tenants to alternative accommodation. In the event of this, every effort will be made to ensure Tenants are given suitable alternative accommodation.

**SUBSCRIBED by the said**

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

For  
AT \_\_\_\_\_

On The \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

**And On Behalf of Galson Estate (Trading) Ltd**

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

(Print) \_\_\_\_\_ (Sign) \_\_\_\_\_

For  
AT \_\_\_\_\_

On The \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

For more information on office rental please contact:

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Tel: 01851 850393