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TENANCY AGREEMENT

Agreement between:-

1. The Golden Bay Work Centre Trust as **landlord** and
2. as **tenant**.
3. Rent:payable weekly / monthly
4. Bond:
5. Area:sq.metres, being
-
6. Commencement date:
7. Term:
8. Right of renewal:
9. Rent review dates:

GENERAL PROVISIONS:

1. The Golden Bay Work Centre Trust has overall responsibility for the management of the campus comprising the land and the buildings.

Tenants are expected to act in a manner consistent with the cooperative basis on which the Trust functions. In this it is also expected that tenants will be “good neighbours” and respect the rights of other tenants and the Trust’s neighbours to the enjoyment of their spaces without encroachment.

2. OFFICE

The office is staffed part-time to carry out day-to-day management, answer telephones, take messages etc. Tenants may use the Trust’s mail box number as a mailing address. Mail will be collected and sorted daily and available from the office.

As the phone lines are in steady demand the Trust asks that tenants respect other users and keep calls within their essential limits. Use of the phones for toll calls is conditional upon the use of a code number to which the cost of the calls can be assigned.

3. SECURITY

Tenants are given individual keys for their own use and are expected to take responsibility for these. These keys are to be returned at the end of the tenancy. Mutual agreement between the Trust and the tenant is required before the changing of door locks.

4. INSURANCE

The Trust has effected insurance for the building as a whole. Tenants must take out a **Public Liability insurance** (*a copy of this policy needs to be provided to the Trust when this agreement is signed*) and whatever additional insurance cover they consider necessary within their own space.

5. PARKING

There is adequate parking for the reasonable use of tenants and their visitors in the designated parking areas.

6. KITCHEN

The kitchen is available for the use of tenants. The Trust is responsible for the general cleaning but users are expected to clean up after their own usage.

7. HOUSEKEEPING

The Trust is responsible for the maintenance and general cleaning of the communal spaces. Tenants are responsible for the cleanliness of the areas they occupy.

8. SUBLETTING

Prior permission from the Trust is required before premises may be sublet.

9. ACCESS

Access to the rented premises shall be available during normal business hours by the Trust or a representative conditional upon 24 hours notice being given to the tenant except that immediate access shall be given in the case of an emergency.

10. ALTERATIONS

Any intended alterations to the building or it's immediate vicinity **must** be submitted to the Trust for approval before commencement of the work. The tenant shall bear any costs arising in the granting of resource consents for such work.

11. BUILDING

The Trust undertakes to maintain the premises in a safe and healthy condition to comply with the Building and other Acts relating to buildings and their occupancy.

12. PREMISES

The area which is the subject of this agreement has been inspected by the tenant and the condition noted and agreed upon by both parties. Bond repayment in full on completion or relinquishment of the tenancy will be conditional upon the premises being in the same or better condition.

13. SIGNAGE

While the Trust has erected signs indicating the premises in total, tenants are responsible for their own signage. Designs must be submitted to the Trust for prior approval.

14. BOND

A bond being the equivalent of one month's rent is payable upon signing this agreement and will be held in trust. Repayment in whole or in part will be made on completion of the tenancy and will be related to the condition of the rented premises at that time.

15. TERMINATION OF THE TENANCY

While this agreement specifies a fixed term, the tenancy may be terminated on one or more of the following:

1. One month's notice by either party that they wish to terminate the tenancy
2. Persistent failure by the tenant to abide by the conditions expressed herein, and provided due notice has been given to the tenant of those breaches
3. Wilful damage to Trust property or property of other tenants.

SIGNED:

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For the GOLDEN BAY WORK CENTRE TRUST

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For the TENANT

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WITNESS

Dated this of20.....
(day) (month) (year)