



Pod Booking Terms & Conditions and Site Information

CONTENTS

Page No.	Content Description
2	Pod Booking T&Cs
3	Access Arrangements
3-5	Fire Safety Information
6	Smoking Policy
6	Health & Safety
7	Kitchen Use Policy
8	Car Parking
8	Car Charging

POD BOOKING TERMS & CONDITIONS

- Pods are available for half or full day bookings – subject to availability
- Morning sessions are from 8.30am to 12.30pm
- Afternoon sessions are from 1pm to 5pm
- Full day sessions are from 8.30am to 5pm
- Pods will be cleaned between bookings
- Payment must be made online in full before use of any pod
- Bookings may be made up to 3 months in advance
- If it is necessary to cancel or re-schedule a booking the following terms will apply:
 - A booking may be rescheduled before the start of the session once without charge
 - For subsequent reschedulings it will be necessary to cancel and re-book
 - If cancellation is made more than 48 hrs in advance an administration charge of £3 (inc VAT) will be incurred.
 - If cancellation is made within 48 hrs of the start of the session no refund will be given
- Photographic identification and/or proof of booking may be required on arrival at Eventus before access to the pod is permitted
- Up to 3 pods may be booked by one person at one time, these could be for different sessions or on behalf of different users
- Bookings can be made in advance, or on site if immediate availability is needed
- If a pod is booked part way through a session payment for the full session is still required
- No refund will be given if a pod is vacated part way through the session
- Quoted prices include VAT
- All user belongings, refuse and other items must be removed at the end of each session
- Pods must be left in the condition found and users may be charged for any damage caused or abnormal cleaning costs
- Lockers are available for the convenience of pod users – subject to availability

Work Pod type	Half Day (am/pm)	Full Day
Cube	£10.00 + VAT (£12 inc)	£20.00 + VAT (£24 inc)
Quartz	£ 8.33 + VAT (£10 inc)	£16.66 + VAT (£20 inc)
Pod prices are the same for tenants and external users		

ACCESS ARRANGEMENTS

To gain access to the first floor workspace (Pods) an access pass is required. These are available at reception and will be valid for the duration of your booking. A charge will be levied for the replacement of passes that are lost or damaged.

NB: IT IS ESSENTIAL THAT ALL USERS OF EVENTUS SWIPE THEIR OWN PASS CARD ONTO EACH CARD READER EACH TIME THEY PASS THROUGH A PASS CONTROLLED DOOR.

This is because the door pass system is linked to the fire alarm system.

When the fire alarm is activated it notifies Eventus staff of all those recorded as present in the building so that, at the fire assembly point, it can be ensured that everyone is safely accounted for, and the emergency services notified if not. When the fire alarm sounds pass controlled doors automatically unlock and passes are not needed to exit the building.

It is your responsibility to swipe in and out each time you go through a pass controlled door. This includes the lift. DO NOT TAILGATE.

FIRE SAFETY

IF THE FIRE ALARM RINGS CONTINUOUSLY:

- **EVACUATE the building** close all doors behind you and leave by the nearest fire exit (plan attached)
- **DO NOT stop to collect belongings.**
- **ASSEMBLE** at the Fire Assembly Point in the Car Park, on the right adjacent to the green substation.
- **REPORT** to the member of Eventus staff on duty.

IF YOU ARE THE PERSON WHO DISCOVERS THE FIRE:

- **SOUND** the nearest Fire Alarm.
- **INFORM RECEPTION** giving the exact location of the fire.
- **EVACUATE** immediately to the Fire Assembly Point. (See enclosed plan)
- **REPORT** to the member of Eventus staff on duty.

POINTS TO NOTE

- Eventus fire alarm is tested at 16:30 on Wednesdays. No action needs to be taken. During the test the alarm will sound for a short period (approx. 20 seconds). If the alarm continues to sound you must assume this is a real fire and follow the normal fire drill.
- Fire extinguishers are available throughout the building and fire blankets are provided in kitchens.
- Fire exits and escape routes must be kept clear of obstructions.
- Please give Eventus staff advanced notice if you, or the person that you are booking workspace on behalf of, are likely to require assistance in the event of an emergency evacuation. In such circumstances all parties must co-operate to ensure that suitable measures can be put in place.

FIRE ARRANGEMENTS FOR PERSONS WITH A DISABILITY

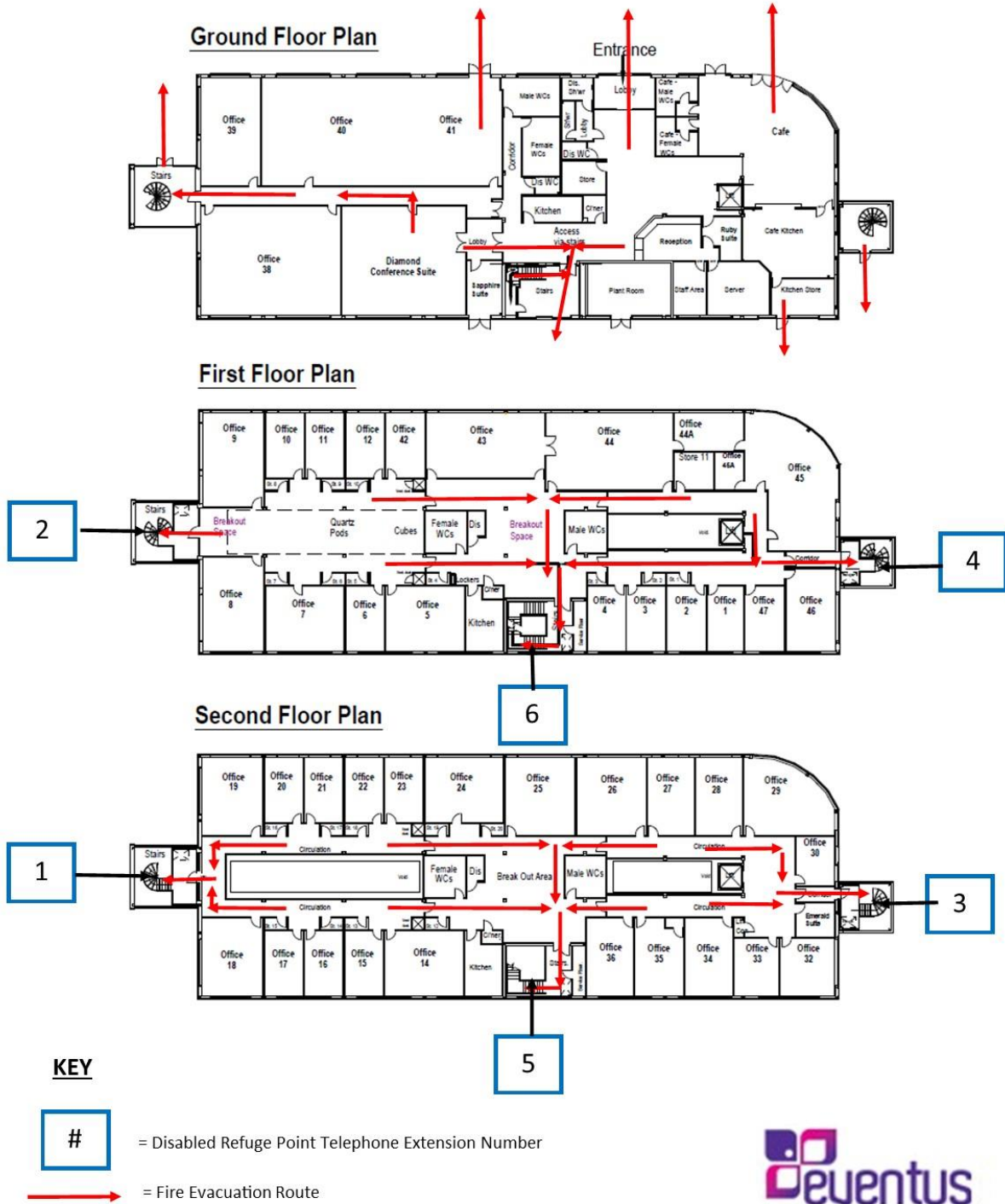
Anyone attending Eventus who has a disability and may require assistance with evacuation in the event of a fire must report to reception and complete a Personal Emergency Evacuation Plan (PEEP).

If the fire alarm sounds:

- If you are able, proceed down the nearest clear staircase, at your own pace.
- If unable to use the stairs, proceed to the refuge area situated on each of the fire escape stairwells. Use the call button provided to make your location known.
- If the fire prevents the use of the fire refuge area, **wait by the nearest Fire Exit.**
- Members of staff and certain volunteer building occupiers are trained to assist with evacuation of non-ambulant persons using the ski-pad evacuation mats situated on the first and second floor landings of each fire escape, be prepared to co-operate with them so that they can assist you with evacuation.
- In the event that evacuation is not possible, wait in the Fire Refuge Area for external assistance and use the call button to ensure that your location is known.

FIRE PLAN

Fire Evacuation Route and Disabled Refuge Call Points



SITE PLAN SHOWING FIRE ASSEMBLY POINT



SMOKING POLICY

Lincolnshire County Council operates a No Smoking policy

Smoking will not be permitted in any areas which are enclosed or where smoke may drift in through windows or doors in the Business Centre. This applies to tenants' units, along with all common areas, meeting rooms and unoccupied units.

Non-smoking areas also include the front entrance area, the fire escapes and areas in close proximity to the building.

There **are** cigarette disposal bins in the car park for extinguishing cigarettes before entering the building.

The designated smoking shelter is to the front of the building, between the bin store and the bicycle store. It is not acceptable to smoke just outside of the door, near windows, or when using the path adjacent to the building.

Cigarette Disposal facilities **are** provided and **MUST** be used.

USE OF E-CIGARETTES:

The same prohibitions and restrictions that apply to the use of cigarettes on site apply to the use of e-cigarettes

HEALTH & SAFETY

If any accident or incident occurs in the communal areas of the building are reported to a member of Eventus staff immediately.

If you notice any suspicious objects notify reception immediately.

All electrical appliances brought to Eventus should be in safe working order, tested regularly by a competent electrician and comply with current regulations.

The premises must be kept clean and free from any fire or health hazard. Refuse should be put in the bins provided and users should behave responsibly at all times, particularly in regard to noise, cleanliness, security and safety.

KITCHEN USE POLICY

Users of workspace may use the first floor kitchen but please remember that it is shared by many people and so there is a need to be tidy and respectful of others. In particular:

- No dirty crockery, cutlery or other items may be left on the worktops, sinks, draining boards or otherwise unattended.
- Dirty crockery or cutlery must be washed and dried by hand immediately after use and removed from the kitchen.
- Any crockery left out it will be put in a box adjacent to the bin in the kitchen.
- If items remain in the box and the end of the day on a Friday they will be disposed of. In using the shared kitchens, and common areas, occupiers of the building accept that this will happen and that no compensation will be paid for any loss of items as a result of any such disposal.
- All kitchen users should place refuse in the appropriate bins promptly.
- Any splashes or spillages shall be wiped up promptly. If a major spillage, or damage of another kind occurs, reception shall be informed promptly so that appropriate action can be taken to ensure the safety of other users and to minimise any loss, damage and inconvenience.
- If kitchen users notice that any items are damaged or defective they should cease using them, turn off any defective appliances if safe to do so, and notify reception immediately.

- Periodically fridges will need to be emptied to be cleaned. This will normally be late on a Friday and notification will be circulated in advance, either by email or by a notice being placed in the relevant kitchen in advance. To facilitate cleaning all kitchen users are required to remove all their items from the fridges before 5pm on a Friday. Any items remaining may be disposed of and no compensation will be paid for any loss of items as a result of such disposal.

CAR PARKING

Car parking at Eventus is shared and available to all users on a first come first served basis. Use of the car park is at the users own risk and Lincolnshire County Council accept no responsibility for any loss or damage that may occur.

Users are asked to be considerate to others when parking. In particular:

- Park only within marked bays, NOT on pathways, landscaped, or other non-designated areas.
- Please do not bring over sized vehicles onto site.
- Disabled spaces are for the use of blue badge holders only. If you have a temporary disability which for a short period of time may make use of an ordinary space difficult please speak to reception in advance and we will try to assist where possible.
- Where possible please try to car-share, both for environmental benefit and out of consideration for others who may need to park during busy periods.

CAR CHARGING

Subject to availability electric car charging is available on site to users of Eventus.

Before using the chargers for the first time, or after changing vehicles, please let reception know your name, registration number and contact details (phone and email) so that, if you have finished charging and someone else wishes to use the charger, we can let you know so that you can move your car to facilitate this. It would be appreciated if, in any event, you would move your car to alternative space as soon as you have finished charging.

Please be considerate to others who may wish to use the car park and surrounding spaces and ensure that your charging cable is kept within the space in which you are charging.