



Sky Business Centres - Coworking Application Form		
Coworking Package - Rate and Details		
<i>Tick Package Required:</i>		
Hot Desks	€295.00 per month plus VAT. Mon-Fri 9-5pm use of Desk and WIFI Excludes Public holidays, bank holidays and Good Friday. Free Meeting Room Use (Max one hour at each time)	<input type="checkbox"/>
Dedicated Coworking Desks	€395.00 per month plus VAT 24/7/365 Access Dedicated Desk, Chair, Lockable Pedestal Storage Free Meeting Room Use (Max one hour at each time)	<input type="checkbox"/>
Hot Desk 5 Day Pass	€125 per month plus VAT Mon-Fri 9-5pm use of Desk and WIFI Excludes Public holidays, bank holidays and Good Friday. Free Meeting Room Use (Max one hour at each time)	<input type="checkbox"/>
Hot Desk 10 Day Pass	€195 per month plus VAT Mon-Fri 9-5pm use of Desk and WIFI Excludes Public holidays, bank holidays and Good Friday. Free Meeting Room Use (Max one hour at each time)	<input type="checkbox"/>
Private Office	From €650.00 per month plus VAT 24/7/365 Access Dedicated Desks, Chairs, Lockable Pedestal Storage	<input type="checkbox"/>

Included in Hot Desk and Dedicated Coworking Desks	<p>Moyee Bean to Cup award winning Gourmet Coffee</p> <p>Fresh Fruit</p> <p>Filtered Water Machines</p> <p>Entrepreneurial Hub and Networking</p> <p>Car Parking - Clonshaugh and Blanchardstown locations only</p> <p>High Speed Broadband/WIFI</p> <p>CCTV Security</p> <p>Manned Reception</p> <p>Free use of meeting Room (Max one hour at each time)</p> <p>T.V and Breakout Areas</p> <p>Kitchen Access</p> <p>Bicycle Parking</p> <p>Shredding Facilities</p>
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Tick Package Required:		
Extra Options (Paid)	Postal Address €39.00 per month plus VAT	<input type="checkbox"/>
	Call Answering €69.00 per month plus VAT	<input type="checkbox"/>
	Call Forwarding €25.00 per month plus VAT	<input type="checkbox"/>
	Cisco Phone Handset - (€45.00 per month plus VAT for phone & cable Broadband for Hot Desk & Dedicated Desk Offers)	<input type="checkbox"/>
	Meeting Rooms from Member reduced price of €10.00 Per Hour plus VAT in Blanchardstown, Clontarf, Clonshaugh centres.	<input type="checkbox"/>
	Corporate Gym Membership	<input type="checkbox"/>
	Dry Cleaning	<input type="checkbox"/>
	Car Valet	<input type="checkbox"/>
	Printing B/W .20c, Colour Print/Scanning €1.00, Copying .10c, plus VAT. Stamps and Paper costs (see centres price list)	<input type="checkbox"/>

Fill in Contact Details:	
Contact Name:	
Company Name:	
Home Address:	
Business Address:	
Telephone:	Mobile:
Email Address:	
Type of Business:	
Website:	
Start Date:	End Date (if known):

Sky Business Centres Hot Desk & Dedicated Desk Coworking Terms and Conditions	
1	All of the centre and the accommodation remains the sole property of Sky Business Centres. We are giving you no legal estate or interest in it nor any lease, tenancy or legal easement. We are allowing you just the personal right to share the use of a hot-desk or co-working desk within the specific dates listed above.
2	Hot Desk Access is between 9.00am and 5pm Monday to Friday excluding Public Holidays and Good Friday. Dedicated provides 24/7/365 access
3	The term of the hire is for the dates listed above only to the person specified as the Hirer
4	Desk provided are specifically for one person use. Meetings at desks are strictly prohibited, Meeting rooms are available for this purpose
5	We will notify you and provide you with details of the accommodation set aside within the centre for your use prior to the start date
6	You will pay Sky Business Centres a refundable security deposit equivalent of one month's fee and first months fee in advance of commencement of the agreement. Fees can be paid by Direct Debit (No Processing Charge) or monthly by Credit Card/Stripe/PayPal (Will incur Processing Charges)
7	Sky Business Centres will be entitled to vary the accommodation within the centre at any time.
8	You will allow Sky Business Centres and any of our respective agents and employees to enter the accommodation at any time without prior notice in order to carry out any routine inspection, cleaning and maintenance or for any other purpose in connection with the Centre.
9	You will be asked to read our fire procedures policy before the commencement of your rental period.

10	You will comply with all health and safety and fire regulations.
11	We will inform you in advance, as a courtesy, of any testing, repair or other works to be carried out unless there is an emergency.
12	You will not do anything which causes or threatens to cause any nuisance, annoyance, damage, disturbance, inconvenience or injury to the service provider or any other occupier of the centre's accommodation.
13	You will take good care and use with respect the centre and all equipment, fixtures and fittings provided in the Centre and you will be liable for any damage caused by you, your employees or any person that you have permitted or invited into the centre. You will leave the Hot-desk & Co-working areas clean, tidy and free of any rubbish.
14	We are not liable for any additional costs or expenses you may incur or for any loss of business, loss of profits, loss or damage to data, information or records or any third party claims or other consequential loss, including loss as a result of Force Majeure. It is your responsibility to take out your own insurance against such risks.
15	We are not liable for any loss, damage, expense or claim of any kind relating to any other facilities goods or services which you may at any time agree to purchase or hire directly from the service provider or for any failure in relation to any such facilities goods or services
16	Neither we nor anyone employed by the Sky Business Centres will be liable for any loss to you or any other person (including consequential economic loss) for any damage to furniture, equipment or goods in the centre whether or not the loss or damage is due to any act or omission, negligence or willful default by us or by you or by any other person. Any other representations, conditions, warranties and other terms whether written or oral, express or implied statutory or otherwise which are or may be inconsistent with this condition are expressly excluded.
17	If signing up for a dedicated Co-working desk or Private office agreement we will provide you with one key for access to the accommodation. The key will remain our property at all times. Any requests for additional keys or fobs will be subject to you paying an additional fee for this. You will not make copies of these keys.
18	If any keys or fobs are lost you will immediately report this to us. You will be responsible for the costs of replacing the lost key and fobs and for the changing of any locks.
19	You will not transfer this Agreement or any rights to any person. This Agreement is personal to you and is not capable of being transferred or passed on to anyone else.
20	Broadband and WIFI connectivity provided is a shared communal service and is not guaranteed to perform 100% of the time. Sky Business Centres will not be held responsible in any way for downtime or any operational issues associated with the services provided through the third party.
21	Sky Business Centres operates an energy efficiency policy and requires that you at all times conserve energy responsibly. Sky Business Centres reserves right to turn off heaters, lighting, monitors, electrical appliances etc left on when office workplace areas are not in use.
22	Waste and Recycling points are provided for your use, subject to reasonable use. Extra waste disposal and cleaning charges will apply for excess waste and cleaning required as deemed by Sky Business Centres

23	At all times you will respect your co-working neighbour's privacy and right to peace and enjoyment of the services provided. Loud phone conversations and Noise that disturb your fellow coworking neighbours is not permitted.
24	Sky Business Centres may terminate this agreement at any time with immediate effect if the terms and condition set out here are not adhered to. You or Sky Business Centres may terminate this agreement for any other reason with one month's notice. Security Deposit subject to terms and conditions is then refunded within 30 days.
25	Hot Desks - 5 and 10 Day Passes - monthly contract - must be used within the 30 days of agreed contract., No carrying over to next month.
26	Both Hot Desks and Dedicated Desk memberships are flexible for use across any of the Sky Business Centres subject to availability.
27	Hot Desk and Dedicated Desk memberships can add on additional Virtual Office Services eg. Post Box, Call Answering etc. Clients will receive a FREE month Virtual Office Service with bookings of 4 months or more on Hot Desk and Dedicated Desks.

I (Customer) agree to hire the facilities as specified in the Hot-desk and Co-working Terms and Conditions of Hire.

Sky Business Centres agrees to hire the desk space to the hirer for the hire period as per the application form, subject to the attached Terms and Conditions.

Signed.....

Date.....

Signed on behalf of Sky Business Centres

..... Date.....

[For Further Information Contact:](#)

Sky Business Centres - Clonshaugh:

Contact: Grazyna Judek - Port Tunnel Business and Technology Park, Clonshaugh, D17.

Tel: +353 1 894 1400, Email: clonshaugh@skybc.ie

www.skybusinesscentres.com/clonshaugh/

Sky Business Centres - Clontarf:

Contact: Zoe Ryan - 57 Clontarf Road, Clontarf, D3.

Tel: +353 1 853 7800, Email: clontarf@skybc.ie

www.skybusinesscentres.com/clontarf

Sky Business Centres - Blanchardstown:

Contact: Bernie Reilly - Unit 9a, Plato Business Park, Damastown, D15.

Tel: + 351 1 885 1601, Email: damastown@skybc.ie

www.skybusinesscentres.com/damastown/

SEPA Direct Debit Mandate

Patrick Walsh t/a

Sky Business Centres



*Creditor Identifier: [IE47ZZZ309101](#)

Legal Text: By signing this mandate form, you authorise (A) Patrick Walsh t/a Sky Business Centres to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Patrick Walsh t/a Sky Business Centres.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields below marked *

*Your Name :

Your Address:

*City/postcode

* Country:

* Account number(IBAN)

*Swift BIC

Please complete and return form to:

*Type of payment Recurrent **or** One-Off Payment (Please tick ✓)

*Date of signing:

*Signature(s)