

Birchcliffe Centre Office Rental Terms & Conditions

Deposit of one month's rent shall be paid on acceptance of Pennine Heritage (PH) terms & conditions. This will be returned (less any deductions) at the end of the tenancy.

Room/s to be left in same state (or better) at end of tenancy as they were at its start.

Monthly Rent is payable in advance on first day of month.

Rent arrears of more than 14 days shall be taken as notice to quit within one calendar month of most recent rental payment date. Either party may choose to cancel the agreement at one month's notice, except in case of gross misconduct, negligence or unreasonable behaviour in which case notice to quit may be immediate.

One set of keys will be issued to the tenant. These (and any duplicates) must be handed back at the end of the tenancy.

Access to the Birchcliffe Centre is available 24 hours a day, 7 days a week. Security of the entire centre is of vital importance, especially in the case of shared entrances. It is your responsibility to ensure the building is entirely secure. This is just as important when you are 'in' or if you are (or suspect you are) the last person to leave. Full instructions on this procedure will be given.

Fire alarms and drills are regularly scheduled. Unless you have been specifically told to ignore the bells you must follow procedures and leave the building, gathering in the designated area/s.

All rents are inclusive of VAT, which is 20%.

Prices are inclusive of heating, rates, reasonable electric usage, water charges, car parking and the use of a small kitchen area with fridge, sink etc. This must be kept clean and tidy by tenants using the facilities. Tenants are responsible for the removal of all their own rubbish.

All rents also include access to communal Birchcliffe Centre wi-fi, though boosters may sometimes be necessary and would be at the expense of the tenant. Super-fast broadband is now available.

The Trustees of PH intend that a weekday 'Reception' service be maintained from 9.30-1.00, when the main 'front' doors of the building will be open and deliveries taken for tenants. Additional hours are often provided when volunteer help is available.

Printing, scanning and photocopying are available at a small charge.

The PH boardroom is available for use by all tenants. This can be booked no more than 2 weeks in advance at a cost of £10.00 per hour inclusive of VAT. Unbooked use of the boardroom is also available at no cost at the discretion of the centre administrator.

Each tenant is entitled to one free car-parking space. Further spaces can be negotiated subject to availability. Visitors are welcome to use the car park for short stays.

PH is a charity and exists to promote the history, buildings and culture of the Upper Calder Valley. Rents and charges are entirely used to further these aims and pay our small staff team. There is no 'profit' involved.