

Communal Boardroom – Use of Facilities

- Communal boardroom is exclusive to Level 5 tenants only.
- No unauthorised access to Level 5 communal facilities is permitted.
- Any dispute in relation to usage of these facilities will be at the sole discretion of the landlord.
- Bookings cannot be made more than 1 month in advance.
- Access to the boardroom will require the tenant to sign out keys from the building supervisor. From this point the tenant will be responsible for any damaged caused.
- Should a tenant, prior to using the boardroom, have concerns as to the condition of the boardroom; this should be brought to the immediate attention of the Building Supervisor.
- The tenant will be responsible for and required to clean the boardroom after use.
- The tenant will be responsible for all damage resulting from using the boardroom.
- Whilst the landlord will undertake to repair & maintain the current IT equipment. The tenant will be responsible for reporting any malfunction & damage.

*Boardroom equipment includes boardroom table and 8 chairs
Sanyo projector with 2x computer VGA inputs,
ElectriCinema motorised projector screen,
1x LG VCR/DVD Combo and
5x In-ceiling speakers and amplifier.*