

Terms & Conditions

RENT: The rent shall be paid monthly in advance on the first day of each month. In respect of any broken period a pro-rata adjustment shall be made. A setup fee will be applicable to; all new packages, upgrades, downgrades and suspended accounts re-activating, per location.

CREDIT CARD BILLING & SECURITY DEPOSIT: Credit card billing is a requirement of membership. If a credit card is used, the Member irrevocably authorizes oHUB to deduct all amounts charged to the Member by oHUB on such credit card at any time during any billing period. oHUB reserves the right to require a security deposit and agrees to notify Member in advance. Should a security deposit be required, refund of security deposit shall be made to the Member 60 days after the termination of the Agreement. The security deposit shall not be deemed as advance payment however oHUB is entitled to deduct from the security deposit any monies owed to oHUB for services provided. Such deduction shall not be deemed to waive any breach by the Member of this Agreement. If the Member fails to demand the refund of the security deposit within 365 days after the date of termination of this Agreement, the security deposit shall be deemed forfeited to oHUB absolutely.

TERMINATION: Contracts are on a month to month basis. One month's written notification is required by either party to terminate this agreement. Receipt of termination notification and the termination date will be confirmed in writing by oHUB. Only once this confirmation has taken place will outstanding rental be confirmed. Upon receipt of notice to downgrade or terminate the Office service, an administration/disconnection fee will be applied to the member's account. oHUB reserves the right to terminate this agreement immediately in the event that its team members are being harassed by the Member or persons attempting to contact the Member. Should oHUB have reason to suspect immoral, unethical, illegal or fraudulent business practice it reserves the right to immediately terminate this agreement and all services being provided.

SERVICES: The services provided by oHUB may vary at oHUB's absolute discretion during the term of the agreement and shall be provided during our normal business hours. Services include, but are not limited to telephone call charges, secretarial services, photocopying and printing, facsimile charges, postage and courier services, sundries including stationery, conference rooms/private offices rental, refreshments, Email and Internet. The Member acknowledges that oHUB owns all telephone numbers and I.P addresses allocated for use by the Member. oHUB retains the right to not accept any excessively large, unreasonable or unlawful packages. All services are to be paid 7 days after date of invoice. During the term of agreement, should the level of service not meet the Member's expectations, please contact the manager at grow@oHUB.com.au and we will respond within two working days.

BUSINESS LOUNGE: Access to the Business Lounge is available 24 hours a day 365 days per year. This is available during regular business hours to the public. No bookings required.

INCREASES: The Member shall pay during the term of this Agreement all charges for services rendered at the rates stipulated and documented by oHUB at its absolute discretion. The Member agrees that oHUB reserves the right to change, or vary the charges for such services upon giving one month's notice in writing of such change, and such new charges shall apply from the date of expiration of notice.

CALL TRANSFER OPTIONS: oHUB has the capacity to provide a local phone number, 1800, 13 or 1300 number that will automatically be transferred to your mobile phone or another number you may already have. Only numbers provided by oHUB can be installed into the facility. If the circumstances require you to bring your own number then applicable transfer fees would be passed on from the telephone provider.

Phone lines are booked on a month to month basis and billed in arrears. The first invoice will include the setup fee, one month line rental and all calls received and forwarded to your mobile or alternate landline. After the first month, only the line rental and calls will be billed in arrears. Depending on the termination circumstances a disconnection fee may also be passed on. This is set at \$110 including GST.

VOICEMAIL MESSAGE NOTIFICATION: The phone system utilises your existing voicemail facility with your mobile phone provider.

INDEMNITY CLAUSE: The Landlord shall be expressly indemnified by the Member against any loss, damage which is caused by corruption of data or any loss of information from hardware, software, mechanical, Internet damage or any errors by oHUB Team Members. The member guarantees that it will not use oHUB for any immoral or illegal purposes.

INVOICE: Detailed invoices are emailed to you at the end of every month. Credit card processing of invoices shall occur on approximately the 1st day of each month. Declined credit cards, insufficient funds from direct debit payments or dishonoured cheques will

incur an AUD\$30 service fee. Should payment not be received by the 20th of any month, for any reason, oHUB at their absolute discretion; may request a security deposit if late payment occurs and/or suspend or terminate all services. Any monies owing to oHUB for more than 20 days shall bear a fixed penalty charge equivalent to AUD\$50 and an administration fee at a rate of 5% on the overdue balance per month until payment is made in full. All bank fees will be paid by the member. All payment queries after the 21st of the month may bear an administration fee.

DEBIT AND CREDIT CARD FEES: All card transactions will incur a 3% card processing fee and applied in addition to the invoice being billed. oHUB may vary at oHUB's absolute discretion during the term of the agreement this fee and shall provide one month notice of any such change.

STAFF: oHUB staff are here to support you and your business grow, however this does not mean that oHUB staff are there to work for you and or your business and are not liable to KPI's or other "employee" conditions.

GUARANTOR: In consideration of oHUB entering into this Agreement with the Member, the Guarantor, for themselves and each of their executors and administrators unconditionally agree that they and each of them will be with the Member jointly and severally liable to oHUB for the payment of the rent and all other monies payable by the Member and also for the due performance of all the terms and conditions on the part of the Member contained or implied in this document.

DRESS CODE: As long as you're not naked, dress respectfully to those working around you.

OHUB LOYALTY PROGRAM: Each month, the Member will accumulate points equal to 10% of their OHUB expenditure. The credit amount can be redeemed in the form of vouchers to use at places such as Officeworks. The minimum lease term is 1 month.

MEMBERSHIP: oHUB have three membership packages for those who do not require a permanent office home, they are:

FREE: Unlimited use of Hotdesks
PAYG printing (15c for B&W – 25c Colour per side per sheet)
PAYG NBN - \$20 per day
PAYG Coffee
Meeting Room hire - \$45ph (Bookings essential)
Access is Monday to Friday 9am to 5pm

VIP: \$199 per month
Unlimited use of Hotdesks
PAYG printing (12c for B&W – 17c Colour per side per sheet)
NBN – 20GB free
PAYG Coffee
Five (5) hours Meeting Room hire per month (Bookings essential)
Access is 24 hours

PLATINIUM: \$299 per month
Unlimited use of Hotdesks
PAYG printing (10c for B&W – 15c Colour per side per sheet)
NBN – 50GB free
PAYG Coffee
Ten (10) hours Meeting Room hire per month (Bookings essential)
Access is 24 hours

REFERRAL REWARDS: For every successful referral for an oHUB office the Member is rewarded the following ways:

Hotdesk VIP	You receive a 5% discount for as long as they are a member
Hotdesk PLATINIUM	You receive a 10% discount for as long as they are a member
Open Plan lease	You receive a 15% discount for as long as they are a member
Private Office:	You receive a 20% discount for as long as they are a member

If in the event that a referred business first takes up a Private Office and you receive a 20% discount on your invoice but then down grade to an open plan desk, then your reward will also reduce to the applicable rate. Likewise if they upgrade, then so too does your reward.

TAXES: All prices quoted are exclusive to any government taxes where applicable and allowable by law.

100 POINTS OF IDENTIFICATION: It is a requirement of oHUB members to provide photo identification. If oHUB does not receive the Documentation from the member they have the right in their absolute discretion to terminate the membership