

Date:

Dear Sir,

We, Lowland Business Centres Ltd, incorporated under the Companies Acts (Registered Number 187737) and having our registered office at [104 Irish Street, Dumfries] ("the licensor") hereby offer you, _____ ("the licensee") a licence to occupy ALL and WHOLE that office suite number _____ on the _____ floor of the subjects known as and forming 20-22 Victoria Street, Newton Stewart, all as shown outlined in red on the demonstrative sketch plan annexed and signed as relative hereto ("the Premises") together with access thereto and egress therefrom, a non-exclusive right to use all (if any) W.C. and kitchen facilities situated on the first and second floor within said subjects and a right to use the licensor's furnishings, as detailed in the schedule of furnishings annexed and executed as relative hereto, but that only on the following terms and conditions:-

1. The licensee's date of occupation under the licence shall be _____.
2. The licence shall endure from the date of occupation until _____ and month to month thereafter until terminated by either party giving one month's prior written notice to the other. Upon termination of the licence, the licensee shall vacate the Premises leaving the same in a clean and tidy condition.
3. A licence fee of £____ sterling shall be paid at the date of occupation and monthly in advance thereafter by Standing Order to such account as shall be notified by the licensor or by such other method as the licensor may direct.
4. A deposit of £____ sterling shall be paid to the licensor at or prior to the date of occupation and shall be returned to the licensee within 14 days of termination of the licence after deduction of any sums due by the licensee to the licensor whether arising as a result of breach of any of the provisions of the licence or otherwise.
5. The amount of licence fee and other sums payable hereunder shall be deemed to be exclusive of any Value Added Tax payable thereon.
6. The licence is granted for use and occupancy of the Premises by the licensee as office accommodation in connection with the licensee's business of [**insert business**

category] and for no other use whatsoever. The licensee shall be deemed to have accepted the Premises as fit in all respects for the purpose for which they are occupied.

7. The licensee will only be entitled to occupy the Premises between the hours of 9 a.m. and 5 p.m., Monday to Friday (except public holidays, both local and national of which dates the licensee will be notified) and such other reasonable times as the licensor may agree to.

8. The licensee shall accept full responsibility for loss of or damage to his property within the Premises and shall have no claim against the licensor in any respect in connection therewith.

9. The licensee shall free and relieve the licensor of all expenses howsoever arising out of or in connection with its occupancy under the licence and shall properly compensate the licensor against all or any loss, injury or damage howsoever incurred for which the licensee is legally liable arising directly or indirectly out of its said occupancy of the Premises.

10. The licensee shall not make any alterations or additions to the Premises nor take delivery of any additional furniture therein without the prior written consent of the licensor.

11. The licensee shall be bound to keep and maintain the Premises in a neat and tidy condition and the licensor's furniture therein in good condition and repair throughout the duration of the licence and shall leave the same in such condition and repair at termination all to the sight and satisfaction of the licensor.

12. The licensee shall comply with the provisions of the Health & Safety at work etc. Act 1974, The Factories Act 1961, The Offices, Shops and Railway Premises Act 1963 and all other relevant and relative subordinate legislation and any obligations whatsoever imposed by law over the licensee's business which shall be carried on in the Premises.

13. The licensor shall provide such additional office services including telephone lines and secretarial facilities on such terms and conditions (including cost) as may be agreed.

14. It is declared, for the avoidance of doubt, that the licence fee is inclusive of all local authority rates, buildings insurance, electricity, heating and security services (where installed).

15. The licensee shall not be entitled to assign its rights under the licence or share possession of the Premises with any third party whatsoever.

16. The Licensor reserves the right to relocate the licensee to any other office suite within said subjects known as and forming 22 Victoria Street from time to time as it shall see fit.

17. In the event of the licensee's failure to fulfil any obligations in terms of the licence and the licensor having given the licensee two full working days in which to rectify the breach or non-compliance and such rectification has not occurred within the foregoing period the licensor shall be entitled to terminate this licence forthwith by written notice and the licensee shall vacate the Premises immediately.

18. In the event of any sums due hereunder not being paid on the due date for payment, interest shall run on the same at the rate of 4% per annum above the basic lending rate of the Bank of Scotland from the due date until paid.

Yours faithfully

Lowland Business Centres Ltd (Registered Office: 104 Irish Street, Dumfries)

I, _____ hereby accept the foregoing offer dated _____ to grant us licence to occupy ALL and WHOLE office suite number _____ on the second floor of the subjects known as and forming 22 Victoria Street, Newton Stewart on the terms and conditions as stated therein and hold the bargain as concluded between us.

Yours faithfully,