



Terms and Conditions - cowork@5

**German Centre
for Industry and Trade Pte Ltd**
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Co.Reg. 199206452M

A Member of LBBW Group

- **Services:** The cowork@5 fee includes the shared co-working space with 24-hour access, air-conditioning from 8am to 6pm on weekdays and 8am to 1pm on Saturdays, electricity, lift services, cleaning of public areas and 24-hour building security. Full usage of facilities and amenities is permitted.
- **Fitting:** cowork@5 is furnished with couches, a work counter, and flexible desks which are equipped with a chair, desk, pedestal drawers, and lockers (all items are availability upon first- come-first-serve basis). Free Wi-Fi is accessible. A local address is not provided.
- **Security deposit:** A refundable deposit of S\$ 200,00 is required upon confirmation and collection of an access card. Kindly note that the access card is intended for your individual use only. It is strictly non-transferable. In case the access card is lost, a replacement fee of S\$ 50,00 will be charged.
- **Payment:** Payment for cowork@5 is to be made in advance, before commencement of the usage term. The cowork@5 fee is inclusive of GST (currently 7%).
- **Termination:** Upon expiry of the usage term. In the event of non-compliance of any of the above terms and conditions, we reserve the right to cancel the usage at cowork@5.
- **Insurance Coverage:** There is no insurance coverage provided. Hence the occupant is advised to insure the value of assets placed in the unit on own accord.
- **Re-location of cowork@5:** In case the German Centre would need to change the location of the cowork@5 to another unit, you will agree to relocate.
- **Storage of dangerous items:** The tenant shall not use or store within cowork@5 any toxic chemicals/substances/oils/liquids or pollutive goods/materials or any goods/materials of a dangerous or explosive nature.
- **Rubbish Disposal:** No rubbish is to be deposited in common areas. All bulky materials are to be thrown into the recycle bins located at Levels 1 to 4, opposite the cargo lifts at the end of East/West wing.
- **Animals:** The tenant shall not keep any pets or other animals within cowork@5 and common areas.
- **Smoking:** Smoking is only permitted at the designated smoking-area located at the German Centre main entrance.
- **Food, beverages and alcohol:** No food should be consumed at cowork@5. Beverages consumed must be in a container and any spillage must be cleaned immediately. No alcoholic beverages shall be permitted at cowork@5.
- **Be courteous:** Please be courteous by keeping cowork@5 clean and tidy at all times and keep noise levels down as not to disturb the other cowork@5 users.