



N E T - W E R K E N

GENERAL CONDITIONS

TERMS AND CONDITIONS OF SALE OF TOFFICE COWORKING SPACE

1. RESERVATIONS

TOFFICE Coworking Space only accepts reservations made by people that are 18 or older. TOFFICE Coworking Space reserves the right to refuse a reservation at any time without having to give a reason. After making a reservation you will receive a confirmation by e-mail.

2. RATE

All prices are expressed in euros.

The price includes the following:

- 21% VAT
- Use of the wireless internet
- Free use of parking space
- Complimentary facilities like the kitchen, water, coffee & tea

The price does not include the following:

- Meals
- Beverages (other than coffee, tea & water)
- Conference facilities

Leaving the coworking space prematurely will not result in the reimbursement of any taxes and other surcharges.

3. PAYMENTS

When booking your stay you must pay the total invoice amount. Your booking is confirmed after upon receipt of your payment.

4. MODIFICATION COSTS

When after making your reservation and you wish to alter your reservation, TOFFICE Coworking Space will not be obliged to comply with these modifications. It is at the sole discretion of TOFFICE Coworking Space whether and to what extent those modifications are accepted. In principle alterations within 48 hours of your arrival are not allowed and 100% of the total stay will be charged.

5. CANCELLATION

1. Upon the receipt of the reservation confirmation, you may renounce it within 24 hours, starting from the postage date.
2. If you cancel your stay more than 48 hours before the start of your stay, there will be no charges
3. If you cancel your stay within 48 hours of the start of your stay, the total invoice amount shall be due.
4. If you leave the coworking space before the actual departure time, the total invoice amount shall be due.
5. 5. When there is a discrepancy between 5.1. and 5.2. then 5.3. prevails.

The payment of the amounts determined under b and c must be received by TOFFICE Coworking Space within 7 days after the invoice date at the latest.

6. COWORKING SPACE REGULATIONS

In order to ensure that the stay in the coworking space is as pleasant as possible for all of our guests, all guests need to observe the regulations (of conduct) as stipulated by us. The regulations are available at the reception of the TOFFICE Coworking Space.

Pets are not allowed. If you do bring pets, you will be evicted from the building, without any right to reimbursement of the invoice amount or any part thereof.

Smoking is not allowed in the building, the fine for smoking on site is 250,00 euros.

If you infringe upon these rules and regulations you may be evicted from the coworking space, without any right to reimbursement of the invoice amount or any part thereof. TOFFICE Coworking Space reserves the right to change the organisation and opening times of its facilities. We would also like to inform you that maintenance work may be carried out in the building during your stay. This will not give you any right to any compensation whatsoever.

7. FORCE MAJEURE

Force majeure on the part of TOFFICE Coworking Space exists in case the execution of the agreement is fully or partially, whether temporarily or not, prevented by circumstances outside of the control of TOFFICE Coworking Space, including but not limited to the threat of war, staff strikes, blockades, fire, floods and other disruptions or events.

8. LIABILITY

1. TOFFICE Coworking Space shall not be held liable for the following:
 - o theft, loss or damage, of any nature whatsoever, during or as result of your stay in the coworking space. When you have broken or damaged something, you must report this to the reception desk and pay your debt. In this way you will avoid having the amount invoiced to You at a later date and additional administrative costs being charged to you;
 - o defective or inoperative technical equipment and the failure or closure of facilities in the building.
2. The person making the reservation and the person/people accompanying him/her are severally liable for any loss and/or damage caused to TOFFICE Coworking Space and/or any third party as a direct or indirect result of the former's stay, irrespective of whether this was caused by any action or negligence by them themselves or any third party staying at the coworking space as a result of their invitation, as well as for any damage caused by an item whatsoever in their possession
3. In the case of any incorrect use of the equipment and/or not leaving the desk and property in the correct condition, additional (cleaning) costs shall be charged

9. COMPLAINTS

Despite TOFFICE Coworking Space best efforts, it may be possible that you have a justified complaint. This complaint must be discussed in the coworking space and directly with the management, in order to give the management the opportunity to solve any problems immediately. If your complaint is not solved to your satisfaction, you must submit your complaint in writing within 1 month after your date of departure from the venue to info@toffice.eu.

10. PHOTOGRAPHS AND VIDEOS

When either a guest or a person accompanying him/her or present at the building by his/her doing, or a day visitor, accidentally appears in a photograph and/or video taken or recorded for inclusion in an TOFFICE Coworking Space publication and/or on an internet site of TOFFICE Coworking Space, it is presumed that he/she approves of the use of the photograph and/or video in the publication and/or on the internet site, even when he/she is recognisable in the respective photograph and/or video.
