

Private Office & Dedicated Desk Licence Agreement

The signed agreement referred to in the Terms of Use, clause 2 — Offices Today, Holbrook House, Maroochydore

Parties

Licensor	DG Property Rentals Pty Ltd
ABN	42 636 730 446
Trading as	Offices Today Sunshine Coast
Address	Holbrook House, 3/48–50 Sugar Road, Maroochydore QLD 4558

Licensee (business/individual)	
ABN / ACN (if applicable)	
Contact name	
Email	
Phone	

Background

- A. The Licensor operates a shared workspace known as Offices Today at Holbrook House, 3/48–50 Sugar Road, Maroochydore QLD 4558 (the Building).
- B. The Licensee has applied, via the Application & Booking Intake Form, for the right to use a private office or dedicated desk within the Building on the terms set out below.
- C. The Licensor agrees to grant the Licensee a personal licence to use the Premises (defined below) on these terms.

1. Grant of Licence

The Licensor grants the Licensee a personal, non-exclusive, non-transferable licence to use the Premises and the shared facilities of Offices Today, for the Term, subject to this Agreement, the Terms of Use and the House Rules (together, the "Agreement Documents").

This is a licence, not a lease. The Licensee does not receive exclusive possession of the Building or any right, title or interest in land. The Licensor may require the Licensee to relocate to a comparable space within the Building on reasonable notice, e.g. for maintenance, safety or reconfiguration reasons.

2. The Premises

Space (e.g. "Augusta" office / Fairway desk)	
Number of desks in the Premises	
Included shared facilities	

Shared facilities ordinarily include the kitchen, The Clubhouse (subject to booking and any hourly fee), and the BBQ balcony, subject to availability and the House Rules.

3. Term

Commencement date	
Initial Term (3, 6 or 12 months — circle/confirm one)	

After the Initial Term, this Agreement continues on a month-to-month basis on the same terms, unless renewed for a new fixed term or ended in accordance with clause 4.

4. Ending This Agreement

- Either party may end a month-to-month arrangement (i.e. after the Initial Term) by giving 1 month's written notice.
- The Licensee may exit early, within the Initial Term, by giving 1 month's written notice — the Licensee remains liable for fees for that notice period.
- The Licensor may end this Agreement earlier for a serious or unremedied breach — see clause 12.

5. Fees

Base fee	
Billing frequency (weekly/monthly)	
Parking add-on (\$50/wk +GST)	
Digital signage add-on (\$50/wk +GST)	
6-month discount (5%) applied?	
12-month discount (10%) applied?	

All fees are exclusive of GST, which is added at invoicing. Fees include electricity, high-speed Wi-Fi and individual air-conditioning control for the Premises. Fees are payable in advance by the billing method agreed in the Application & Booking Intake Form.

- If a payment is more than 5 business days overdue, the Licensor may suspend the Licensee's building access until the account is brought up to date.
- Price reviews: the Licensor may increase fees on renewal of a fixed Term, or during a month-to-month period with at least 30 days' written notice.

6. No Bond

No security deposit or bond is required under this Agreement.

7. Use of the Premises

- The Premises may only be used for lawful business purposes consistent with a professional shared workspace.

- **Permitted occupants:** the number of desks in the Premises stated in clause 2 — additional regular occupants beyond that number should be notified to the Licensor so access credentials and fire-safety headcounts stay accurate, and may attract an additional desk fee.
- The Licensee must not sublet, assign or share the Premises with another business without the Licensor's prior written consent.
- The Licensee may use the Building address (Holbrook House, 3/48–50 Sugar Road, Maroochydore QLD 4558) for trading and mail purposes. Use of the address as an ASIC registered office or ABN registered address requires the Licensor's separate written consent (see Application form).

8. Insurance

Offices Today maintains public liability insurance covering the Building, common areas and shared facilities. This cover does not extend to the Licensee's own business activities, equipment, stock, or liability to the Licensee's own clients, staff or contractors.

The Licensee is strongly encouraged, but not required, to hold their own public liability insurance (minimum \$10,000,000 recommended) and any other insurance appropriate to their business, such as professional indemnity, cyber or contents cover. This is not a condition of this Agreement — if the Licensee chooses not to hold their own cover, Offices Today's policy will not respond to claims arising from the Licensee's own business operations (see clause 12 — Liability, Indemnity & Default).

9. Access

Access is via 24/7 smart-lock entry, in accordance with the Terms of Use (clause 3) and the House Rules. Access credentials are issued only after the Licensee's (and each regular occupant's) photo ID has been provided and verified, and an emergency contact recorded:

Emergency contact name	
Emergency contact phone	

Once approved under this Agreement, the Licensee and its registered occupants are treated as Verified Guests under the Terms of Use (clause 5) and may book other Offices Today spaces — such as The Clubhouse or The Fairway — instantly, without submitting a new Request. Guests of the Licensee still need to be signed in under the House Rules.

10. Condition & Maintenance

- The Premises are provided fully furnished, in good, clean condition.
- The Licensee must keep the Premises reasonably clean and tidy, and promptly report any damage or maintenance issue to the Licensor.
- Fair wear and tear is excepted; the Licensee is responsible for damage caused by themselves, their staff or their guests.

11. House Rules

The House Rules (as updated from time to time and provided to the Licensee) are incorporated into and form part of this Agreement. A breach of the House Rules is treated as a breach of this Agreement.

12. Liability, Indemnity & Default

- To the extent permitted by law, the Licensor is not liable for indirect or consequential loss, or for loss of the Licensee's property, except to the extent caused by the Licensor's negligence. Nothing in this Agreement excludes rights under the Australian Consumer Law that cannot be excluded.
- The Licensee indemnifies the Licensor against loss or claims arising from the Licensee's (or its staff's or guests') negligence, unlawful conduct, or breach of this Agreement, except to the extent caused by the Licensor's own negligence.

- **Cure period:** for a breach capable of being fixed (e.g. late payment, a House Rules breach), the Licensor will give 7 days' written notice to remedy before suspending access or terminating.
- **Immediate termination:** the Licensor may suspend access or terminate immediately, without a cure period, for serious breaches — e.g. illegal activity, a safety risk to others, non-payment persisting beyond 14 days, or repeated breaches after a prior warning.

13. Confidentiality

Each party will keep confidential any non-public information it learns about the other through this Agreement or use of the shared space (for example, overhearing business conversations in shared areas), and will not use or disclose it other than as needed to perform this Agreement or as required by law.

14. General

- This Agreement, together with the Terms of Use and the House Rules, is the entire agreement between the parties regarding the Premises, and supersedes prior discussions or representations.
- Notices under this Agreement should be given in writing to the contact details recorded in the Application & Booking Intake Form (or updated in writing).
- This Agreement is governed by the laws of Queensland, Australia.

Signatures

By signing below, both parties agree to this Agreement, the Terms of Use, and the House Rules.

Licensor

Signed for and on behalf of the Licensor	
Name	
Position	
Date	

Licensee

Signature	
Name	
Position (if signing for a business)	
Date	

Office use only

ID sighted/verified by	
ID document type & expiry	
Access activated on	