

Make It Happen HQ Membership Terms

1. COWORKING & OFFICES

1.1. Membership

1.1.1. By accepting membership with Make It Happen HQ (MIHHQ), you agree to be bound by these terms and conditions.

1.1.2. These terms and conditions apply to both MIHHQ coworking members and MIHHQ office members unless stated otherwise.

1.1.3 I agree and authorise to be photographed by MIHHQ whilst in and around a MIHHQ premises unless I specifically advise otherwise. Photographs taken by MIHHQ may be used for any reasonable use, including but not limiting to advertising, newsletters, marketing and webpage content. I agree that no royalty, fee or other compensation will be payable to me for the use of any photograph taken by MIHHQ.

1.2. Fees

1.2.1. Membership fees are payable monthly in advance and will be deducted from your nominated credit card or via direct debit from your nominated bank account on the first day of each month, and in respect of any broken period a pro rata adjustment shall be made. A penalty fee of \$10 will apply to rejected payments.

1.2.2. Fees will be determined at MIHHQ's discretion. You will receive at least 30 days' notice of changes in fees.

1.2.3. Any money owing to MIHHQ for more than 21 days shall bear interest of 10% per annum calculated daily until paid in full.

1.3. Services

1.6.3. The MIHHQ Parties shall not be liable for any loss, damage, corruption of data or any loss of information whether from hardware, software or internet damage that may occur to a member.

1.6.4. This clause 1.6 survives termination of any membership.

1.7. Parting with Possession

Members must not to assign or sub-let or part with possession of a premises.

1.8. Visitors

1.8.1. All visitors of MIHHQ members entering our space must sign in at reception due to safety, emergency and COVID-safe procedures.

1.8.2. If you have someone visiting the space while you are not there, who requires access to your workspace, please ensure you let us know in advance as without permission from you, they will not be given access to your space, this includes visitors, contractors and couriers.

1.8.3. Visitors are not permitted inside the space after hours without our knowledge and all doors are to remain closed. MIHHQ staff must be notified by email if you wish to bring visitors outside regular staffing hours of Monday to Friday 8am – 5pm.

1.9. Use and Care of Premises

Members must:

1.9.1. take care of the premises and to keep working area in a clean, tidy and presentable condition.

1.9.2. not sleep overnight;

1.9.3. not smoke on the premises; and

1.9.4. not use premises for any immoral or illegal purposes or in any way that breaches these terms, any applicable local, state, federal or international law or regulation.

2. MEETING BOOTHS

2.1. Application

2.1.1. The terms and conditions in this section 2 apply to all bookings made by or on behalf of a MIHHQ or non-MIHHQ member for any meeting or event space at any of our locations, unless stated otherwise.

2.2. Booking

2.2.1. For all non-MIHHQ member bookings, 100% of the amount payable is charged to the nominated card at the time of booking. Any additional charges such as catering/drinks ordered on the day or extra time added must be paid on the same day.

2.3. Cancellations & refunds

2.3.1. Any meeting booth booking that is cancelled or reduced in writing up to 24 hours before the start time will not be charged for the cancellation or reduction.

2.3.2. Any meeting booth booking that is cancelled or reduced in writing less than 24 hours before the start time is liable for 100% of the cost of the booking and will not be refunded for the cancellation or reduction.

2.3.5. Any booked catering services (excluding tea & coffee provided by the venue), hired AV services or any other services for any meeting booth or event space booking that are cancelled less than 48 hours before the start time shall be liable for 100% of the cost of that service.

2.3.6. If, for any reason, the booth or event space booked is no longer available at the time requested, notice shall be given to the customer as soon as possible and, subject to availability, a booth of similar or higher standard offered in place for the same rate.

2.4. Use of Facilities

2.4.1. Any damage caused to the fixtures, fittings and included equipment of the

meeting or event space by the customer and any attendees will be charged to the payment method on file.

2.4.2. The customer agrees not to conduct any illegal activities within the spaces.

2.4.3. Where a bar fridge is made available to attendees, any product opened will be charged accordingly. The customer is responsible for monitoring responsible use by attendees.

2.5. After-hours/weekend bookings

Any meeting booth or event space bookings outside standard business hours (Monday to Friday 8.00 am – 6.00 pm) incur a staffing charge of \$33/hour (inc. GST) on weeknights and \$55/hour (inc. GST) on weekends. This also applies to meetings or events that commence during but conclude outside of the standard business hours.

Updates to these Terms and Conditions

These Terms and Conditions are subject to change from time to time at our sole discretion. Members acknowledge that our premises, and the services we offer at any of our premises, are also subject to change from time to time. Changes will be effective immediately unless stated otherwise. Where possible we will give members reasonable notice of changes and the date they take effect.