

Accommodation policy

Egerton House Wirral Ltd

Accommodation Policy

Egerton House encourages enterprise development and growth through the provision of accommodation services and enterprise related investment projects. The following accommodation policy applies to all new and existing Licensees wishing to take up a standard license with effect from January 2008.

PART ONE – EXISTING LICENSEES

1. Any existing Licensee who wishes to expand within Egerton House must do so by applying for a larger space in competition with other internal applicants providing the following conditions are met:
 - a) The Licensee must vacate their existing office to take up a larger one.
Applications will not be accepted if a licensee wishes to take on an additional office.
 - b) Applications will be granted depending upon credit history.
2. Existing Licensees who occupy more than one office at the time this Policy is enforced may continue to do so, providing it is for the purpose of conducting their usual business. However, no further applications for additional offices will be granted under any circumstances.
3. Existing Licensees with multiple offices wishing to relinquish one of those offices for another will not be permitted to do so.
4. Licensees wishing to downsize will be given priority over any external applicant providing they are vacating their existing office.
5. Any vacant offices will be advertised internally prior to any external advertising.

PART TWO - EXTERNAL APPLICATIONS FOR ACCOMMODATION

1. Offices will be advertised externally where there has been no suitable applicant internally.
2. All external applicants will be subject to the usual credit and reference checks.

GENERAL

Egerton House (Wirral) Ltd reserve the right not to advertise any office that becomes available. We reserve the right to refuse an applicant an office at our discretion.

NOTICE PERIODS AND DEPOSITS

Offices under 500ft² require one month's notice from either party to terminate, (providing license agreement terms and conditions have not been breached in any way). One month's license fee in advance is required as a deposit.

Offices between 500 and 1000ft² require three month's notice from either party to terminate (providing license agreement terms and conditions have not been breached in any way), and one month's license and service charge will be required as a deposit.

Offices over 1000ft² will require three month's notice from either party (providing license agreement terms and conditions have not been breached in any way) and two month's license and service charge in advance will be required as a deposit.