

Office Space Rental Agreement

For s

DISCLAIMER: This template is for licence arrangements only — not commercial leases. Always have your agreement reviewed by a qualified solicitor before signing.

1. Parties

Provider (Full legal name or registered company name, company number if applicable):

Provider's registered address:

Occupier (Full legal name or registered company name):

Occupier's address:

Occupier's email and phone:

2. The Space and Shared Facilities

Office/desk number and description (e.g. 'Office 12, Second Floor, approx 14 sq m'):

Full address of the building:

Shared facilities included (kitchen, breakout area, meeting rooms, bike storage, showers, post handling):

3. Licence Type (Not a Lease)

This agreement creates a licence, not a commercial tenancy. The Occupier does not have exclusive possession and has no security of tenure under the Landlord and Tenant Act 1954. The Provider may relocate the Occupier to a comparable space with reasonable notice.

4. Term

Start date:

Initial term (e.g. 6 months):

After initial term: rolling monthly / renewal subject to agreement:

Probation period, if any (e.g. first 2 months):

5. Fees and What's Included

Monthly licence fee (GBP) – VAT status: inclusive / exclusive / exempt:

Included in the fee: business rates, buildings insurance, water, electricity, heating, Wi-Fi, cleaning of common areas:

Excluded from the fee / charged separately: printing beyond ___ pages/month, dedicated phone line, parking:

Deposit amount (GBP, typically 1-2 months' fees), refundable conditions:

Payment terms (e.g. 'Invoice issued on 1st of month, payable within 14 days to: Sort Code ___-___ / Account No. ___):

6. Access and Security

Access hours (e.g. Mon-Fri 07:00-21:00, Sat 09:00-18:00; 24/7 access: Yes / No):

Key/fob/code issuance and return procedure:

Out-of-hours access request procedure:

7. Permitted Use

Permitted use (e.g. 'Professional counselling services, administrative office work, and associated client contact only):

Client-facing use: If the Occupier sees clients on the premises, they confirm the space is sufficiently private for confidential conversations. The Occupier shall hold an enhanced DBS certificate (if applicable) and maintain professional registration with the relevant body (BACP, UKCP, HCPC, etc. as applicable).

8. Insurance

The Occupier shall maintain: Public Liability Insurance (minimum GBP 2,000,000), Professional Indemnity Insurance if providing professional services, and Contents Insurance for their own equipment. The Provider confirms they hold buildings insurance and public liability for common areas.

9. Maintenance and Condition

Provider responsibilities: structural repairs, plumbing, electrical wiring, heating systems, exterior, communal areas. Occupier responsibilities: day-to-day cleanliness of own space, reporting issues promptly, not causing damage beyond fair wear and tear.

10. GDPR and Data Protection

The Occupier is the data controller for their own client and business data. The Occupier shall secure all records, register with the ICO if required, and remove all data from the premises on termination.

11. Termination

Notice period (e.g. 1 month for rolling agreements, 3 months during initial term):

Grounds for immediate termination: non-payment after 14 days' written notice, illegal activity, breach of insurance, serious or repeated breach of house rules. On termination: return all keys/fobs, remove all property and records within 7 days.

12. Governing Law

Governed by the laws of England and Wales. Exclusive jurisdiction of the courts of England and Wales.

Signatures

Signed by the Provider:

Signed by the Occupier:

Name: _____

Name: _____

Date: _____

Date: _____