

# CAMVAN

## COWORK AGREEMENT



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The Agreement (**Agreement**) below governs the hire of coworking space by the individual or entity (**Member**) from CAMVAN Pty Ltd ABN 94 631 805 037 (**Company**). By signing, the Member ensures that they, and all staff, contractors, agents, guests, or attendees, comply with this Agreement.

## **1** DESK HIRE & USAGE

1. The Member is granted a non-exclusive right to use a designated desk within the coworking space for the agreed duration.
2. The Member must keep their desk clean and organized.
3. No permanent alterations or fixtures may be made to the desk or surrounding area.

## **2** SHARED FACILITIES & RESPONSIBILITIES

4. The coworking space includes access to communal areas such as the kitchen, meeting rooms, and restrooms.
5. Items placed in the communal fridge must be clearly labelled with the Member's name and date of storage.
6. Any reusable containers holding meals must be taken home by the end of the week to maintain cleanliness and hygiene.
7. The last person to leave the office is responsible for turning off all lights/appliances in the office area.

## **3** PARKING & ACCESS

8. Members must not park in the loading bay or driveway unless they are actively unloading or loading items, and must move their vehicle immediately after unloading.
9. This rule applies at all times, including weekends.

## **4 CONDUCT & COMPLIANCE**

10. The Member agrees to respect other users of the space, maintain a professional working environment, and refrain from playing loud music or causing excessive noise while working.
11. Any disruptive or inappropriate behaviour may result in termination of this Agreement.
12. The Member must comply with all applicable workplace health and safety regulations.
13. Pets are only allowed in the coworking space with prior approval from the Provider and must be well-behaved, quiet, toilet-trained, and not disruptive to other Members. Any damage to furniture or property caused by pets must be covered by the Member.

## **5 LIABILITY & INDEMNITY**

14. The Provider is not responsible for any loss, theft, or damage to personal property of The Member.
15. The Member agrees to indemnify the Provider against any claims arising from their use of the space.

## **6 TERMINATION**

16. Either party may terminate this Agreement with 30 days written notice.
17. Breach of any terms in this Agreement may result in immediate cancellation of access.

By completing the fields below, the Member agrees to abide by the terms of this Agreement.

**Print Name:**

**Date:**