

LICENCE AGREEMENT

- | | | | |
|---------------------|----------------|--------------------------------|--------------------------|
| 1. RESIDENT LICENCE | (A) LONG TERM | For stays longer than 13 weeks | <input type="checkbox"/> |
| | (B) SHORT TERM | For stays between 5-13 weeks | <input type="checkbox"/> |
| 2. VISITOR LICENCE | | For stays of less than 5 weeks | <input type="checkbox"/> |

Accommodation at Vincent House is subject to a legally binding Licence Agreement that gives permission to occupy the provided accommodation for the maximum of one week at a time only.

No interest in the property or the land is gained by Residents/Visitors and the management & employees of Vincent House retain full rights to access the room. By signing this Licence Agreement you will be agreeing to pay the fees in full and to abide by the Terms and Conditions for the period of the Licence Agreement. You should read the attached Terms and Conditions of this Licence Agreement carefully.

This is an Agreement between:

FIRST NAME(S)			
SURNAME			
NATIONALITY		DATE of BIRTH	
PERMANENT/FAMILY ADDRESS			
POST/ZIP CODE		COUNTRY	
TELEPHONE		MOBILE	
E-MAIL			
PROOF OF ID*			
OCCUPATION			

*Please indicate the type of ID (eg. Passport, ID Card, Drivers Licence) and present it to reception who will make a note of the relevant ID Number.

and **VINCENT HOUSE** (VINCENT HOUSING ASSOCIATION Limited), 5 PEMBRIDGE SQUARE, LONDON W2 4EG.

Accommodation Agreement to start on: _____

Expected duration of Agreement (if known) _____

Signed on behalf of the Resident/Visitor _____ Date _____

Signed on behalf of Vincent House _____ Date _____

A deposit of £ _____ has been received to be held by Vincent House with no interest accruing.

IMPORTANT INFORMATION

LICENCE AGREEMENT

Vincent House offers three different Agreement types:

1A	RESIDENT LICENCE	LONG TERM	For stays longer than 13 weeks
1B	RESIDENT LICENCE	SHORT TERM	For stays between 5-13 weeks
2	VISITOR LICENCE		For stays of less than 5 weeks

The fees for accommodation/services are as advised at the time of signing the Agreement and subject to change by the Management with 7 days' notice.

Depending on the length of stay, you will be asked to renew your Licence Agreement at least once a year or when any of the Terms & Conditions are changed by the Management of Vincent House.

The Agreement is for accommodation at Vincent House comprising: a single bedroom with en-suite bathroom/a double occupancy suite (two single rooms and a shared bathroom)/double bedroom with en-suite bathroom* (delete as appropriate) and related services/facilities (including a share of the Council Tax) only. These include housekeeping services, meals (breakfast and dinner) served daily in the communal dining room and the use of shared living facilities, including the lounge, dining room and garden. **See the attached Terms & Conditions for full details.**

The Agreement is not for a specific room/suite and Vincent House reserves the right to change room/suite allocation as reasonably necessary for the purposes of good management. If you are required to move, Vincent House, will use its best endeavours to ensure you are allocated alternative accommodation of a similar standard; however, in exceptional circumstances, you may be required to move to accommodation of a different standard.

IMPORTANT NOTE:

If your initial booking is for less than 5 weeks (Visitor) and you decide to stay longer than 5 weeks, your existing Agreement will be terminated and you will be asked to sign a new Resident Licence Agreement, either Short Term or Long Term depending on the new term of your intended stay. You will also be asked to pay the relevant increased deposit amount (see Tariff for details).

If your initial booking is for 5-13 weeks (Short Term Resident) and you decide to stay longer than 12 weeks, your existing Agreement will be terminated and you will be asked to sign a new Long Term Resident Licence Agreement and pay the relevant increased deposit amount irrespective of the period of the extension of your stay.

If your initial booking is for more than 13 weeks (Long Term Resident) and you reduce the length of your stay to less than 13 weeks, Vincent House reserves the right to charge you the relevant increased weekly amount (Visitor or Short Term Resident rate) for the entire duration of your stay.

If your initial booking is for 5-13 weeks (Short Term Resident) and you reduce the length of your stay to less than 5 weeks, Vincent House reserves the right to charge you the higher Visitor rate for the entire duration of your stay.

NOTICE PERIOD

The General Manager, on behalf of the Association, reserves the right to terminate the Agreement of any resident or visitor by giving at least 7 days' notice to that effect in writing and shall not be required to give any reason for such notice.

TERMS & CONDITIONS of LICENCE AGREEMENT

APPLICATIONS: An application form must be completed prior to acceptance as a Short or Long Term Resident. Contact details for next of kin or another nominated contact will be required. If accepted as a resident you will be asked to sign a confirmation that you accept the Terms & Conditions and to show proof of identification on arrival.

DEPOSIT: A deposit of must be paid on acceptance of application. The deposit amounts are:

1A	RESIDENT LONG TERM	For stays longer than 13 weeks	£500
1B	RESIDENT SHORT TERM	For stays between 5-13 weeks	£500
2	VISITOR	For stays of less than 5 weeks	£100

The deposit paid will be held until the resident leaves and returned subject to the accommodation being left in a satisfactory state and all bills being paid up to date.

RATES

i. **RESIDENT (SHORT and LONG TERM):** The weekly licence fee includes housekeeping services and daily meals (breakfast and dinner), hot water and central heating. Electricity is provided via a meter which takes £1 coins. Vincent House reserves the right to increase the weekly fees due at any time by giving at least 7 days' notice in writing.

ii. **VISITOR:** The daily fee includes housekeeping services and breakfast, hot water and central heating. Vincent House reserves the right to increase the daily fees due at any time by giving at least 7 days' notice in writing.

PAYMENT: The first week's Licence Fee must be paid in advance or on arrival and thereafter weekly in advance. Additional charges for telephone, beverages etc will be added to the bill on a weekly basis and a statement of account will be issued weekly on a Friday. Residents going away for more than one night are asked to notify their dates of departure and return by completing the form provided at Reception. Accounts must be settled before departure to cover the period of absence. No allowance is made for temporary absence.

CHECK IN/CHECK OUT: You can check into your room from 12noon on your day of arrival. You must check out of your room by 10.30am on your day of departure unless you have made arrangements with reception for a later check out.

NOTICE OF DEPARTURE: The minimum period of notice (see below) must be given in writing to the General Manager. Residents must vacate their room by 10.30 am on the day of departure otherwise an extra day's rent will be payable.

1A	RESIDENT LONG TERM:	Minimum Notice Period is four weeks.
1B	RESIDENT SHORT TERM:	Minimum Notice Period is two weeks.
2	VISITOR:	Minimum Notice Period is one week.

SERVING of NOTICES: All notices to be served on Vincent House should be left with Reception marked for the attention of the "General Manager". All notices to be served on the Resident/Visitor will be either delivered by hand or left in the Resident/Visitor's room. Notices will be deemed served on the day on which they are left or, if left after 4pm, the following business day.

LEGAL LIABILITY: The management of Vincent House is not under any liability in respect of property belonging to Residents/Visitors which from any cause whatsoever may be damaged, lost or stolen.

COMMUNAL AREAS: All Residents/Visitors are entitled to use all the communal areas, including the dining room, lounge, reading room and garden, together with the other Residents/Visitors and at times as advised by Reception (please ask for details). All communal areas are non-smoking. When using the communal areas Residents/Visitors must act in a way that respects the enjoyment of all other users of the communal areas.

PERSONAL LICENCE: The Accommodation Licence Agreement is personal to the Resident/Visitor and cannot be assigned under any circumstances. Residents/Visitors are not allowed to share their room with another Resident/Visitor (unless it is a double room and both individuals have signed the Agreement). Residents/Visitors are not allowed to share their room with a guest* unless they have approval from the Duty Manager/General Manager which must be obtained by completing a request form at Reception. Resident/Visitors' rooms are to be used for residential purposes only.

*Please note: an extra bed can be requested – please see our tariff for our current charge for this.

HOUSE RULES

ACCOMMODATION

Furniture: All rooms are fully furnished. Residents/Visitors may not provide their own furniture.

Room Servicing: Rooms are generally serviced daily and bed linen/towels changed weekly. Residents may decline the daily service for **a maximum of six continuous days only** by placing a "Please do not service" sign on the bedroom door. **After this period, the room will be accessed to be serviced by housekeeping.**

Room Maintenance: Vincent House may need to access rooms at any time to carry out maintenance/repairs or for other purposes. If this is necessary, Vincent House's policy is that the relevant employee will attempt to arrange a time which is convenient to the Resident/Visitor but may, in some circumstances, have to enter rooms without first notifying the Residents/Visitor. If you wish to request a maintenance/repair service to your room, this should be done by contacting Reception.

Breakage and damage: Residents/Visitors are responsible for keeping their room orderly as well as safely accessible to the management/employees of Vincent House. Residents/Visitors are liable for any breakages and damage to Vincent House property, either in the room(s) they have an Agreement to occupy or any other part of Vincent House including the shared living areas.

Personal Electrical Appliances: An electric kettle is provided. We do not allow cooking appliances to be used in the rooms. If you are using other personal electrical equipment, such as computers, televisions, these must be correctly installed/connected. The Management reserves the right to disconnect/confiscate any items contravening this rule and also asks that you ensure there is no annoyance caused to other residents by their use.

RESIDENTS' GUESTS:

Reception: All Residents/Visitors' guests must present themselves at Reception before going to the residential floors or to the lounge or dining room.

Overnight Stays: Guests of Residents/Visitors may not stay overnight at Vincent House unless accommodation has been booked for them with Reception. Rooms booked by Residents/Visitors for their guests and not occupied must be paid for.

Access Times: Residents/Visitors are asked to ensure that any guests who are not booked in to stay have departed the House by midnight. No guests will be admitted between 12am (Midnight) and 7am unless previously advised to Reception and agreed in advance by the General/Duty Manager.

Noise: Residents/Visitors' guests will be required to leave if a noise nuisance is being caused.

GENERAL

Baggage Room: Trunks and heavy suitcases are not allowed to be stored in the bedrooms. Storage is provided in a baggage room where a numbered rack is allocated to each Resident/Visitor. Access can be obtained at times notified by reception. All baggage must be clearly marked with the owner's name and room number. No baggage can be stored after the departure of the Resident/Visitor.

Parking: Cars or motor cycles are NOT allowed to be parked on the drive or in the rear yard. Local Authority Parking Permits can be applied for - please ask for information at Reception.

Health, Safety & Medical Care: The Association has a legal duty to safeguard the health and safety of its staff when working. Residents/Visitors' rooms must be safely accessible for staff to do their work. Residents must be registered with a local Doctor and are asked to provide details to Reception.

Illegal Substances: Anyone found in possession of, dealing in or using illegal substances (including all Class A and Class B drugs) anywhere on the premises will be deemed to have contravened the conditions of their Accommodation Agreement. As a result they will have their Agreement terminated and will be asked to leave Vincent House with immediate effect.

Smoking: Smoking is allowed in Residents' rooms and the garden, but not in any of the communal areas including the corridors, landings or fire escapes.

Vincent House is a community residence and we ask all our Residents/Visitors to be aware of this and to treat all other Residents/Visitors and Employees of Vincent House with respect and to not cause them any nuisance (eg. noise). Thank You.



vincenthouse.london
5 Pembridge Square
London W2 4EG

+44 (0)20 7229 1133
reception@vincenthouse.london
www.vincenthouse.london
VAT No. 240249391

Registered Name/Address:
Vincent Housing Association Limited,
5 Pembridge Square, London W2 4EG.
Registered No: 16765R.