



MEMBERSHIP CONTRACT

Please sign me up for the following membership package commencing ___ / ___ / ___ (d/m/y).

- After Work
- Occasional
- Part Time
- Full Time
- Personal Desk

Name: _____

Drivers License Number or Other ID: _____

Street Address: _____

Phone: _____

City & Province: _____

Company Name: _____

Postal Code: _____

Nature of Business: _____

e-mail: _____

Website Address: _____

Your Invoice: _____

Membership Fee: _____

Card Deposit: **\$50** _____

**GST will be added to your invoice*

Our invoices are sent out on the 21st of every month and are due before months end. If you are joining on any day other than the 21st, your second month will be pro-rated.

Please select your preferred method of payment:

Cheque

Visa

Master Card

Amex

CARD NUMBER

CARDHOLDER'S NAME

EXPIRY DATE

SIGNATURE

Our goal is to provide our members with the same freedom and flexibility they are accustomed to in their home office environment. For that reason, our space is primarily self-governing. We ask only that you consider the interests of those around you and that you abide by the following:

Privacy

Although we strongly encourage collaboration among members, we ask that members respect each others' needs for quiet enjoyment. Violations of privacy and intellectual property are strictly prohibited.

Cell Phones

In the interests of maintaining a peaceful environment we request that all members, guests, and clients turn their phones to vibrate while in the space. We also ask that you use a phone booth or meeting room for calls longer than three minutes.

Your Access Card

Cards are not transferable and should not be leant out at any time to any one for any reason. If your card is misplaced or stolen, you must notify staff immediately.

Guests

WorkSpace is accessible to members twenty four hours a day seven days a week. Outside of cafe hours, guests are the responsibility of the member whom they are accompanying. Non-members are not permitted in the space after hours without being accompanied by a member. Members who are expecting more than three after hours guests must first notify a staff member.

Damage

WorkSpace retains the right to charge members for any damage to the facility or its equipment that exceeds regular wear and tear.

Liability

WorkSpace Cafe Inc., its staff, and its owners are not responsible for the loss, theft or damage of equipment, documents or other assets left in the facility. We strongly encourage our members to both back up their data and to insure their property.

Acceptable Use

We reserve the right to charge members for coffee, meeting room time, printing, shipping and receiving, phone use, and other services which exceed normal consumption.

Our Right to Refuse Service

WorkSpace retains the right to revoke the membership of any individual or organization that violates our policies, whose account is outstanding, or whose actions cause a disruption to operation of the space.

The information submitted in this application is true and correct, and I have read and agree to the terms above. Furthermore, I release WorkSpace Cafe Inc. and its agents from any claims for loss, theft, or injury to myself or my property.

NAME (PRINT)

DATE

SIGNATURE

WITNESS