



Product Terms & Conditions

Connect on 64

Before applying for serviced offices, coworking spaces and memberships the following requirements must be met:

Company Information:

- The applicant must provide the name of the company or individual applying for the serviced office, coworking space, or membership. For companies, specify the type of business or industry it operates in, and provide contact information including address, phone number, and email.

Office Requirements:

- Specify the desired arrangement such as a private office, desk in a coworking space, or casual use of office facilities. Include preferences for layout (open plan, private offices, meeting rooms, etc.), required amenities (furniture, IT infrastructure, kitchen facilities, etc.), and any special requirements such as accessibility, parking, or security.

Financial Information:

- Demonstrate financial stability, potentially by providing financial statements or undergoing a credit check. Specify the method of payment (e.g., bank transfer, credit card).

Legal and Compliance:

- Ensure compliance with local laws and regulations related to leasing office space or coworking facilities, and meet any insurance requirements such as liability or property insurance.

References:

- Provide references from previous landlords or coworking space providers, as well as business references from clients or partners if applicable.

Additional Information:

- Clarify the purpose for leasing the space or becoming a member (e.g., expansion, temporary workspace, networking opportunities), and specify any additional preferences or services required such as receptionist services, mail handling, or specific internet speed.

Application Process:

- Follow the specified instructions for submitting the application (e.g., online form, email, in-person submission), adhere to any deadlines for submission, and contact the designated person for further inquiries.

Security Deposits:

- For promotions offering a 'free period', a security deposit is mandatory upon redeeming the promotion. The deposit will be refunded or applied as credit toward future memberships upon completion of the sixth (6th) paid month of membership (upon request).
- Deposit amounts:
 - Full-time memberships: \$500
 - Part-time membership \$200
 - Casual standard memberships: \$120
- Each individual is entitled to one membership; however, businesses may register multiple memberships under a single account.

Membership Contract Terms:

All coworking and membership products operate on a month-to-month basis. Licence agreements adhere to the terms and conditions stipulated in the agreements.

Members have the option to cancel at any time, but no refunds will be issued for the remaining billing period.

New members may start on the day they sign up, provided they bring photo ID for verification by a member of the Connect 64 team before their welcome.

Before beginning with Connect 64, new members must review all Connect 64 OH&S policies and procedures. Members who have not completed this process must do so before gaining access to the centre.

After completing the induction process, all new members must schedule a welcome meeting with the Connect 64 Community Manager.

Upon termination of membership, all contract terms and cancellation fees for additional products will apply.

Users of Connect 64 memberships agree to comply with the following policies:

- Community Code of Conduct
- Privacy Policy
- Owners Corporation Rules

Any violation of these policies will lead to immediate termination of access to Connect 64.

Day Passes are strictly for personal use and cannot be shared with others.

Businesses may purchase Day Passes for visiting employees or guests, but only the designated contact on the Day Pass may use it.

Day Pass holders have access to the centre during Monday to Friday, 9am-5pm, unless alternative arrangements are agreed upon with the Connect 64 team.

A Connect 64 Day Pass grants basic access to the centre during business hours. Additional services such as meeting rooms, printing, reception services, after-hours use, gym, booths, car park, incur extra charges, automatically debited from your designated booking card.

International businesses are welcome to hold Connect 64 Memberships under the following conditions:

- Must have an Australian-based bank account and local bank credit card.
- All international businesses must pay local 10% GST (Goods and Services Tax).
- All transactions are conducted in Australian Dollars (AUD).

Each Membership includes one access pass allocated to a unique user.

Access Passes allow entry for only one user into the centre; spare passes are not permitted.

Coworking and Day Pass Memberships provide access during business hours (Mon-Fri 9am-5pm). Access outside these hours incurs an Early or Late Access fee of \$35 in addition to the Day rate.

Move-in and Induction:

Members may begin immediately upon payment processing, completion of the OH&S information review. Access to the centre is not permitted before completing the induction.

Photo ID must be presented at the start of membership.

OH&S

Emergency Management

[ISBN-Emergency-management-tool-2017-06.pdf \(worksafe.vic.gov.au\)](#)

Hazardous Material Management

[ISBN-Compliance-code-hazardous-manual-handling-2019-12.pdf \(worksafe.vic.gov.au\)](#)

First Aid In The Workplace

[ISBN-Compliance-code-first-aid-in-the-workplace-2008-09.pdf \(worksafe.vic.gov.au\)](#)

Incident Notification

[ISBN-Guide-to-incident-notification-2008-01.pdf \(worksafe.vic.gov.au\)](#)

OH&S Information

[Information for employees: Occupational Health and Safety Act 2004 | WorkSafe Victoria](#)

Guide For Employees

[ISBN-Officewise-guide-to-health-and-safety-in-the-office-2006-01.pdf \(worksafe.vic.gov.au\)](#)

What to do if a worker is injured

[ISBN-Officewise-guide-to-health-and-safety-in-the-office-2006-01.pdf \(worksafe.vic.gov.au\)](#)

Casual Membership Package Terms and Conditions

1. Membership Overview

1.1 The Casual Membership Package ("Package") offered by Connect 64 provides access to serviced offices with co-working and booth facilities.

1.2 Membership Fee:

- A monthly membership fee of \$30 is applicable to maintain active membership.

1.3 Visit Fee:

- A daily visit fee of \$35 will be charged for each day of use of the facilities under this Package.
- Maximum of 2 day passes per month
- No discounts on Meeting Room Bookings

2. Included Benefits

2.1 Facilities and Services:

- Access to a desk, chair, and Wi-Fi within the co-working space.
- Screen access in common areas during reception hours only.
- Building access during reception hours only.
- Bookings are Subject to availability.

2.2 Access Pass:

- An access pass will be provided to facilitate entry during designated hours.

3. Additional Services and Charges

3.1 Optional Extras:

- Additional services such as extended reception hours access, car park access, and gym access are available at extra cost.

3.2 Billing:

- All fees and charges associated with the Package will be billed via direct debit.

4. Membership Terms

4.1 Membership Duration:

- The Package operates on a month-to-month basis, automatically renewing unless cancelled.

4.2 Cancellation:

- Membership cancellation requires 30 days' notice before the next billing cycle.

5. Liability and Responsibility

5.1 Use of Facilities:

- Members are responsible for their use of facilities and must comply with all applicable rules and regulations of the premises.

5.2 Damage or Loss:

- Members are liable for any damage caused to property or equipment during their use.

6. Amendments

6.1 Changes to Terms:

- Connect 64 reserves the right to amend these terms and conditions with notice to members.

Part-Time Membership Package Terms and Conditions

1. Membership Overview

1.1 The Part-Time Membership Package ("Package") offered by Connect 64 provides access to serviced offices with co-working and booth facilities.

1.2 Membership Fee:

- A monthly membership fee of \$200 is applicable to maintain active membership.

1.3 Included Visits:

- Members are required to pay \$25 for the day pass with a maximum of 3 visits per week.

2. Included Benefits

2.1 Facilities and Services:

- Access to a desk, chair, and Wi-Fi within the co-working space.
- Screen access in common areas during reception hours only.
- Building access during reception hours only.

2.2 Access Pass:

- An access pass will be provided to facilitate entry during designated hours.

3. Additional Services and Charges

3.1 Optional Extras:

- Additional services such as extended reception hours access, car park access, and gym access are available at extra cost.

3.2 Billing:

- All fees and charges associated with the Package will be billed via direct debit.

4. Membership Terms

4.1 Membership Duration:

- The Package operates on a month-to-month basis, automatically renewing unless cancelled.

4.2 Cancellation:

- Membership cancellation requires 30 days' notice before the next billing cycle.

5. Liability and Responsibility

5.1 Use of Facilities:

- Members are responsible for their use of facilities and must comply with all applicable rules and regulations of the premises.

5.2 Damage or Loss:

- Members are liable for any damage caused to property or equipment during their use.

6. Amendments

6.1 Changes to Terms:

- Connect 64 reserves the right to amend these terms and conditions with notice to members.

Full-Time Membership Package Terms and Conditions

1. Membership Overview

1.1 The Full-Time Membership Package ("Package") offered by Connect 64 provides unlimited access to serviced offices with co-working and booth facilities.

1.2 Membership Fee:

- A monthly membership fee of \$450 is applicable to maintain active membership.

2. Included Benefits

2.1 Facilities and Services:

- Unlimited access to a desk, chair, and Wi-Fi within the co-working space.
- Screen access to common areas during reception hours only.
- Building access during reception hours only.

2.2 Access Pass:

- An access pass will be provided to facilitate entry during designated hours.

3. Additional Services and Charges

3.1 Optional Extras:

- Additional services such as extended reception hours access, car park access, and gym access are available at extra cost.

3.2 Billing:

- All fees and charges associated with the Package will be billed via direct debit.

4. Membership Terms

4.1 Membership Duration:

- The Package operates on a month-to-month basis, automatically renewing unless cancelled.

4.2 Cancellation:

- Membership cancellation requires 30 days' notice before the next billing cycle.

5. Liability and Responsibility

5.1 Use of Facilities:

- Members are responsible for their use of facilities and must comply with all applicable rules and regulations of the premises.

5.2 Damage or Loss:

- Members are liable for any damage caused to property or equipment during their use.

6. Amendments

6.1 Changes to Terms:

- Connect 64 reserves the right to amend these terms and conditions with notice to members.

Dedicated Desk Package Terms and Conditions

1. Membership Overview

1.1 The Dedicated Desk Membership Package ("Package") offered by Connect 64 provides access to serviced offices with co-working and booth facilities, including the option to have a dedicated co working desk.

1.2 Membership Fee:

- A monthly membership fee of \$500 is applicable to maintain active membership.

2. Included Benefits

2.1 Facilities and Services:

- Unlimited access to a desk, chair, and WiFi within the co-working space.
- Screen access in common areas during reception hours only.
- Building access during reception hours only.
- Dedicated full time desk.

2.2 Access Pass:

- An access pass will be provided to facilitate entry during designated hours.

3. Private Office Booking Option

3.1 Day Use:

- Members have the option to reserve a desk in the co working space full time.

4. Additional Services and Charges

4.1 Optional Extras:

- Additional services such as extended reception hours access, car park access, and gym access are available at extra cost.

4.2 Billing:

- All fees and charges associated with the Package will be billed via direct debit.

5. Membership Terms

5.1 Membership Duration:

- The Package operates on a month-to-month basis, automatically renewing unless canceled.

5.2 Cancellation:

- Membership cancellation requires 30 days' notice before the next billing cycle.

6. Liability and Responsibility

6.1 Use of Facilities:

- Members are responsible for their use of facilities and must comply with all applicable rules and regulations of the premises.

6.2 Damage or Loss:

- Members are liable for any damage caused to property or equipment during their use.

7. Amendments

7.1 Changes to Terms:

- Connect 64 reserves the right to amend these terms and conditions with notice to members.

Business Signage Requirements and Fees

1. **Signage Requirement:** All part-time, full-time, casual members, and suite holders are required to display business signage as per the specifications outlined by Connect 64. The signage must be prominently displayed in the designated areas of Level 1 64 Victor Crescent.
2. **Signage Fee:** A fee of \$180 per sign will be charged to cover the costs associated with signage installation, maintenance, and administration.
3. **Installation and Removal:** Connect 64 will coordinate the installation and removal of signage upon request. Members and suite holders are responsible for providing accurate signage content and specifications in a timely manner to ensure compliance with building regulations and aesthetic standards.
4. **Signage Specifications:** The signage must adhere to the size, material, and design guidelines provided by Connect 64. Any deviation from these guidelines may require approval from management and may incur additional costs.
5. **Payment Terms:** The signage fee of \$180 per sign is due upon the commencement of the agreement.
6. **Compliance:** Failure to comply with signage requirements or to pay the signage fee may result in the removal of signage privileges and/or other actions deemed necessary by Connect 64, including but not limited to suspension of membership benefits or termination of the suite agreement.
7. **Amendments:** Connect 64 reserves the right to amend these signage requirements and fees with reasonable notice to affected members and suite holders. Amendments will be communicated in writing or through official communication channels.

Access Passes:

- Access Passes are exclusive to members.
- Sharing access passes will result in immediate termination of the agreement, with termination fees equivalent to the remaining contract duration including VAS products. Upon termination, any outstanding balance will be charged immediately.
- Each user must use their personal access pass for entry. Using one access pass multiple times to allow entry to others will incur multiple access fees.
- Guests and clients may visit the centre if a meeting room is booked for their visit duration.
- Members must supervise their guests at all times. Members are liable for any damages or incidentals caused by their guests at Connect 64.

Loan Passes:

- If a member temporarily misplaces their access pass and needs a loan pass for the day, they can obtain one from the reception desk. Failure to return the loan pass by the end of the day will result in a lost pass fee.

Lost, Misplaced, or Broken Passes:

- Members must return their access pass by the final cancellation day; otherwise, a non-return fee per pass will apply. Billing and system access will cease immediately upon cancellation, with all services ending at 5pm on the final business day prior to the cancellation date.
- A fee may be charged for lost, stolen, or unreturned access passes after cancellation. The member is responsible for all charges and damages until the pass is reported lost. Members must report a lost pass promptly; failure to do so may result in charges.
- Members are accountable for all activities conducted with their pass until it is reported lost.

Pass Transfers:

- Access passes can be transferred to another individual within the same ABN (Australian Business Number). A transfer fee may be applicable. Each customer is allowed to transfer passes once per month.
- Businesses are permitted to transfer one pass per month.
- Transfers of passes between different businesses (ABNs) are not allowed.
- The primary account holder is accountable for all activities conducted using any Access Passes associated with the account.

After-Hours Access:

- Access Passes allow entry to the centre during standard business hours (Monday to Friday, 9am-5pm).
- Permanent tenants and full-time members enjoy extended access to the centre (24/7/365).
- Accessing the centre outside the designated hours will incur an Early or Late Access fee, in addition to the standard Day Rate.
- Members requiring 24/7 access must opt for the Full-time membership.

- Day Pass members remaining in the centre after regular business hours (Monday to Friday, 9am-5pm) will be charged an 'out of hours fee' of \$25 on top of the Day Pass charge.
- Public holidays occurring Monday to Friday are charged at the same rate as regular weekdays.
- Members are responsible for checking out of the coworking area by the end of their day pass and vacating meeting rooms by the end of their booking time. If a member fails to check out on time, an out-of-hours fee will be charged. Additionally, if a meeting room is not vacated on time, an automatic extension fee will apply.

Forced Entry or Exit:

- Unauthorized entry into the coworking areas will lead to membership cancellation and members will be charged the full day rate.

Facilities & Spaces:

- Members have access to all common areas within the centre, including lounges, kitchens, and breakout spaces. These spaces do not require booking unless used for functions or events.
- Use of the gym is at the member's own discretion and risk. Connect 64 bears no liability for injuries sustained while using the provided equipment.
- Connect 64 recommends booking a meeting room for hosting meetings rather than using common spaces, as privacy and exclusivity cannot be guaranteed in shared areas.
- All meeting rooms and casual offices can be reserved through Meeting Hub, with additional charges based on room size.
- Charges for booked meeting rooms will be automatically debited from your designated credit card.
- Meeting room usage must adhere to our policy outlined on Meeting Hub.
- Under OH&S guidelines, Connect 64 advises against prolonged use of business lounge areas due to ergonomic considerations. Connect 64 assumes no responsibility for injuries resulting from extended use of non-ergonomic spaces.

Meeting Rooms, Booths & Workstations:

- Lounges and coworking areas are open for general use and cannot be reserved exclusively.
- If assistance with setting up and packing down the meeting room is required for a booking, additional fees will apply. These fees will be specified at the time of booking and will vary depending on the extent of assistance needed
- Members have the option to reserve workstations, which must be booked by 4pm the day prior. Unreserved desks are available for general coworking members.
- Belongings cannot be left unattended in coworking or lounge areas; any unattended items will be stored at reception. Storage fees may apply.
- Meeting rooms must be booked in advance at all times.
- After use, meeting rooms must be returned to their original condition. Cleaning fees may apply if rooms are not left in the required state.
- Any damage to meeting rooms, including AV equipment and furniture, will be charged to the member's account, and the agreement may be terminated.

- All rubbish must be removed from rooms after use. Cleaning fees may apply for removing rubbish, cleaning adhesives from walls and glass, and cleaning spills or stains.
- Exceeding the booked time for meeting rooms will result in excess usage charges, calculated based on additional room use plus an administrative fee.
- Members must respect other members' access to meeting rooms and vacate rooms promptly at the scheduled time. Failure to do so will incur additional usage charges equivalent to the affected member's booking value plus an administrative fee.
- Use of meeting rooms without prior booking will result in usage fees and may lead to termination of the agreement.

Meeting Room Cancellation:

- Bookings can be cancelled anytime through the helpdesk.
- If cancelled before the notice period specified on Meeting Hub, bookings are refunded as credits.
- A 5-minute cancellation window applies to all bookings when initially made, allowing users to cancel and receive a credit refund. This applies regardless of the notice period.
- Monthly voucher credits expire at the end of each month.
- To be eligible for a refund, bookings made for future months must be cancelled within the month of booking and before the notice period.

Mail Collection / Sorting:

Day Pass Members:

- Day Pass members do not have access to mail handling services. They can opt to purchase our reception package.
- Members without a mail package are not permitted to use Connect 64 as their business address.

Day Pass and Members:

- Mail handling fees apply to all received mail. Members can reduce these fees by purchasing our reception package.
- Members without a mail package cannot list Connect 64 as their business address.

Serviced Office Members:

- The business address and reception package are included in the lease fee.

Business Address

Day Pass and Casual Members:

- Members cannot use Connect 64 as their business or mailing address unless they subscribe to our reception package. All mail addressed to Google listings will be returned unless the member subscribes to the reception package. Upon cancellation of

the mailbox service, any Google My Business or other online listings using this address must be immediately updated or removed.

Full-Time Suite Members:

- The business address and mailbox service are included in the membership fee.

Parking:

- Parking is available at a fixed monthly rate.
- Subscriptions for parking are offered subject to availability and at an additional cost.

Printing:

- Members receive a 10% discount on printing within the centre including Casual, Part-Time, Full-Time and Suite holders
- Advertised stationary included is printing paper, paper clips and use of the binding machines provided.

Network Access & Wi-Fi:

Day Pass, Casual, Part-Time & Full-Time Members:

- Unlimited Wi-Fi is provided during access hours.

Reception Service:

Day Pass Members:

- Day Pass members do not have access to reception services. Reception services are available on a package basis.

Casual, Part-Time, and Full-Time Members:

- Optional reception services are available on a package basis.
- License agreements include standard reception services such as meeting and greeting of clients, as well as mail and package handling. Additional services such as message taking, call forwarding, or assistance with meeting room bookings are available upon request and will incur an additional monthly fee for reception services.
- Any assistance required for the suite beyond initial onboarding to systems will be subject to a fee. During business hours, a standard hourly rate will apply. For requests outside of business hours, including weekends and holidays, a higher hourly rate will be charged.

General Terms:

- Members are prohibited from using the premises for retail, medical (including disease testing), residential purposes, or any non-business activities exclusively.

- Selling, manufacturing, or distributing controlled substances, including alcoholic beverages, on the premises is strictly prohibited.
- Engaging in illegal or offensive activities on the premises is prohibited.
- Storing significant amounts of currency or other valuable goods not typically found in commercial offices is prohibited, and Connect 64 is not liable for any loss thereof.
- Hosting events or filming within the premises requires completion of all necessary paperwork and explicit written consent from Connect 64.
- Members are required to promptly report any maintenance issues or hazards observed within the premises or related facilities to Connect 64 management or designated personnel.

No Warranty as to Suitability:

- The Client acknowledges and agrees that: (a) Connect 64, or anyone acting on its behalf, has not made any representation or warranty regarding the suitability or adequacy of the product, Services, or Furniture and Equipment; and (b) occupancy of the product and use of the Services and Furniture and Equipment are undertaken solely at the Client's risk.

Indemnity:

- The Client indemnifies Connect 64, and any person claiming through Connect 64, against any liability, loss, and costs incurred in connection with:
 - The Client's actions or omissions, or those of its employees, contractors, agents, customers, or visitors;
 - Breach of this Agreement. The Client must reimburse Connect 64 for all costs, including solicitors' fees on an indemnity basis, arising from the Client's breach of the Agreement. The Client is required to maintain appropriate public liability and property damage cover and provide a certificate confirming this coverage.

Limitation of Liability:

- To the fullest extent permitted by law, the total financial liability of any Connect 64 parties to you, your employees, agents, guests, and invitees, for any reason and under all legal claims (including breaches of contract, torts, statutory duty breaches, or other legal or equitable principles), shall not exceed the total amount paid to us for the specific product or service causing the claim within the twelve (12) months prior to the claim arising. This limitation does not apply in cases where: (x) any Connect 64 party engages in gross negligence, wilful misconduct, or fraud, or (y) any Connect 64 party's negligence causes bodily injury. Under no circumstances shall any Connect 64 party be liable for indirect, special, incidental, consequential, reliance, or punitive damages, including loss of profits or business interruption, or for the cost of any substitute goods, services, or technology. You acknowledge and agree, on your behalf, that you may not initiate legal action against any Connect 64 party, whether in contract, tort, breach of statutory duty, or other legal or equitable theory, unless the action, lawsuit, or proceeding is commenced within one (1) year from the date the cause of action arose. Additionally, you agree not to bring any action or proceeding against any person or entity other than the relevant Connect 64 entity for amounts owed or for the performance of any obligations under this Agreement.

Events:

- Connect 64 shall not be liable for, nor considered in default or breach of this Agreement due to, any delay or failure to perform arising directly or indirectly from factors beyond Connect 64's reasonable control, including delays or modifications in construction or Connect 64's ability to secure space in any premises, conditions under the control of our landlord at the applicable Connect 64 location, acts of God, epidemics or pandemics, or public health emergencies.

Insurance:

- You are responsible for maintaining insurance appropriate to your business, at your own expense, throughout the duration of this agreement. Connect 64 team members are not qualified to provide advice or recommendations regarding your insurance coverage. Please consult a professional business insurance broker for advice.

Other Members:

- All members must adhere to the community guidelines while at Connect 64. Connect 64 is not liable for the actions of other members encountered at its premises, including all members and their guests. Connect 64 aims to provide a safe and secure workspace for all members and guests. If you observe unusual behaviour or feel your safety is compromised by another member or guest, please report it promptly to your local service team or manager.

Fair Play/Community Guidelines:

All members must adhere to Connect 64's fair play and community guidelines concerning the use of all areas within Connect 64.

Amendments to Terms & Conditions

- Connect 64 reserves the right to modify or change membership products with a minimum of 30 days' notice.
- Connect 64 reserves the right to update the terms and conditions without prior notification. It is the responsibility of members to regularly review the terms and conditions.

Services

Mailbox Service:

- Connect 64 is not responsible for third-party directory listings, such as Google, Yahoo, or Bing, accepting or denying the use of a member's mailbox as their primary business address on these directories.

- A reception package must be purchased to receive mail at the centre. Mail addressed to a member without a package will be declined by our front desk team.
- Availability of mailboxes at the chosen centre is subject to availability and Connect 64 reserves the right to reject a customer's order at our discretion.
- Upon cancellation of a mailbox or associated product, the member must promptly remove all address listings (online or otherwise). Failure to do so may result in continued membership obligations and ongoing fees.

Business Phone Number:

- Suite occupants receive a business phone number with unlimited standard mobile and national calls included.
- Incoming calls are automatically forwarded to a designated Australian number, subject to availability.
- Connect 64 reserves the right to reject a customer's order for phone numbers at our discretion.

Reception Package:

- Our team will professionally answer your incoming calls and can transfer them to you or take messages as needed.
- Each phone number is associated with one business name; additional phone numbers are required for each additional business name used.

Billing

Billing Cycle:

- Daily billing is calculated per calendar day from 9am to 5pm. Each new calendar day triggers the start of a new billing cycle.

Payment Methods:

- Memberships can only be purchased using a credit card.

Pro-Rata Fee Structure:

- Memberships operate on a pro-rata fee basis. This means that regardless of your signup date, you will be charged the full monthly fee. The following month, your billing will be adjusted to reflect the days in the previous month when you did not have membership.

Automatic Renewal:

- Your subscription will automatically renew each month without prior notice until you cancel your membership. By accepting these terms, you authorize Connect 64 to debit your account for:
 - Monthly membership fees, including taxes (GST) and card fees.

- Additional products and services purchased during the billing month, such as meeting room bookings and printing.
- One-time fees for cleaning or damages caused by you or any visitors while in the centre. You will be notified of any such charges to your account.

Account Suspension and Reactivation:

- Deactivated accounts do not require a reactivation fee but Connect 64 reserves the right to refuse service to members with poor credit history.

Membership Cancellations:

- You may cancel your membership at any time. No pro-rata refunds will be provided for cancellations mid-month. Cancellation fees may apply for products or services under contract.
- Any credits or future meeting room bookings associated with your membership will be forfeited upon cancellation.
- Please contact our centre manager to initiate cancellation and return your access pass.
- For members with the centre listed as the business address and phone numbers provided by Connect 64, these details must be removed from all marketing materials prior to cancellation. Connect 64 reserves the right to continue billing for these services until they are removed.

Refunds:

- No refunds will be granted upon cancellation of membership.
- Members must return their access pass on the day of cancellation to avoid lost/stolen/broken fees.
- Any outstanding charges on your account will be billed immediately upon cancellation.

Contractual Terms and Indemnity:

- All terms of contracts and cancellation fees for additional products apply upon termination of membership.
- The client indemnifies Connect 64 against liability, losses, and costs arising from the client's actions, breaches of agreement, or negligence. The client must maintain appropriate insurance coverage and provide verification.

In the event of a breach of this Agreement, the Client agrees to cover all costs incurred by Connect 64, including solicitors' fees on an indemnity basis. The Client must maintain appropriate public liability and property damage insurance continuously and provide a certificate as proof of coverage.

Membership Terms and Conditions Acknowledgment Form

Member/Suite Holder Information:

- Name: _____
- Membership Type: _____
- Contact Email: _____
- Contact Phone Number: _____

I, _____, hereby acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined by Connect 64 regarding my membership/suite holder agreement. By signing below or by accepting these terms electronically, I confirm my acceptance of the above-mentioned terms and conditions.

I acknowledge that membership/suite holder benefits and obligations are governed by the terms and conditions outlined by Connect 64, which may be subject to change with reasonable notice.

I agree to comply with all rules, policies, and guidelines set forth by Connect 64 related to the use of facilities, services, and amenities provided under my membership/suite holder agreement.

I understand that Connect 64 reserves the right to amend these terms and conditions, including requirements and fees, with reasonable notice provided to me.

I certify that the information provided above is accurate and complete to the best of my knowledge. I acknowledge that my membership/suite holder privileges may be subject to suspension or termination if I fail to comply with the terms and conditions outlined herein.

Signature: _____

Date: _____