

Terms and Conditions of Service

e-presence Consultants Inc., under its HUDDLESPACE by OSBN® brand, will provide to small businesses, schools, corporations and not for profit organizations, a rental service of offices, meeting rooms, videoconferencing, video streaming and all types of day office and business rental services, with access to common areas of the property; limited to toilets, kitchen, business lounge and co-working space areas. Business hours at HUDDLESPACE by OSBN® are from 9:00am – 5:00pm. Monthly, bi-annual and annual clients may stay until 12:00am after which the security system kicks in. These terms and conditions are interpreted and enforced in accordance with the province of Ontario laws and provisions.

The Client MUST NOT use the name of e-presence Consultants Inc. and/or HUDDLESPACE by OSBN® (henceforth known as “the provider”) for any business transaction or business gain without a written consent from “the provider”.

Compliant Issues

The Client MUST COMPLY with all relevant Ontario laws and regulations in conducting its business. The Client MUST DO NOTHING ILLEGAL in connection with its use of HUDDLESPACE by OSBN® premises. Personals, dating and all kinds of obscenity and/or profanity businesses are not welcome. Any businesses or organizations trying to promote religion, politics, sex, cults, occults and/or spirituality are not commended to book our rooms. Clients MUST NOT do anything that may interfere with the daily use of HUDDLESPACE by OSBN® premises whether it be by its Provider or by the clients of the Centre. Any trouble and/or provocation that cause damage to the building and that result in increased insurance premiums will get fully charged to whoever deemed to have caused the disturbance. HUDDLESPACE by OSBN® is under 24 hours camera surveillance and Security monitoring is also in place during work hours and night time. The Client acknowledges that any damage to the property and/or harm to HUDDLESPACE by OSBN® business activities will constitute a substantial offence by the Client, entitling the Provider to terminate the service and/or tenancy agreement, without further notice or procedure.

Safe Work Environment

The Client MUST COMPLY with all house rules which “the Provider” impose on users of HUDDLESPACE by OSBN® whether for reasons of health and safety, fire precautions or otherwise. Such rules are developed and/or imposed for the safety of Clients and visitors; and to protect the use of HUDDLESPACE by OSBN® property and make it a safe work environment.

Professional Ethics

While this service agreement is in force between the client and “the Provider”, neither “the Provider” nor the Client may knowingly solicit or offer employment to any of the other’s staff members. This obligation applies to any employee employed at HUDDLESPACE by OSBN®; up to that employee’s termination of employment, and for three months thereafter. It is required that the breaching party shall pay the non-breaching party the equivalent of six months’ salary for any employee concerned in this activity. This section, however, shall not prevent either party from employing an individual who responds in good faith and independently to an advertisement which is made available to the public at large.

Disclaimer

e-presence Consultants Inc. under both its brands, OSBN® and HUDDLESPACE by OSBN®, is not held liable for any loss resulting from “the Provider’s” lapse to provide any of its services unless “the Provider” does so deliberately or is intentionally negligent. “The Provider” is also not liable for any service failure until the Client has told “the Provider” about it and has given a reasonable time to put it right. “The Provider” is not responsible for any losses occurring during meetings held on HUDDLESPACE by OSBN® premises. The content of events and meetings held at The Provider’s boardroom and/or meeting room does not reflect e-presence Consultants Inc views, beliefs or even the way we conduct business.

e-presence Consultants Inc. has the right to cancel a meeting if the meeting owner was found a threat to the safety and/or security of our property and our clients.

e-presence Consultants Inc. has the right to suspend HUDDLESPACE by OSBN® operations and services for reasons deemed reasonable by its owners. In this case e-presence Consultants Inc. will notify its tenants and clients minimum of 30 days ahead of the time of closure.

Liability Insurance

HUDDLESPACE by OSBN® property is covered under liability insurance which deems its clients covered under the same liability insurance; however, HUDDLESPACE by OSBN® clients have to take notice that they are responsible to provide liability insurance coverage for their own clients.

Payments

The Fees charged at the time of booking will only cover the ordered items, any additional items used during the client’s stay at HUDDLESPACE by OSBN® will get billed to the client. The client will get notified and the client’s Credit Card will get charged for

the additional extended services. A credit card must be provided at the time of account registration and all fees will get charged upon confirmation of the booking. For tenants with Pre-approved credit card payment and/or automatic bank withdrawal payment, all disbursements will get issued on the due date decided upon at the time the pre-approved Credit Card payment and/or the automatic withdrawal payment was set up. It is the client's responsibility to update their Credit Card and/or other payment option.

Failure To Pay Dues

Use of all HUDDLESPACE by OSBN® services are subject to availability. All service rates are available online or upon request at any time. In case the Client does not pay their fees when due, a 5% (of the due payment) charge fee will be applied on all overdue balances. If the Client disputes any part of an invoice the Client must pay the amount that is not included in the dispute by the due date or be subject to 5% (of the due amount) late fees. "The Provider" also reserves the right to withhold services (including, but not limited to denying the Client access to its accommodation/property) while there are any outstanding fees and/or charges or the Client is in breach of their service agreement. The Client will pay a \$60 fee for any returned check or any other declined payments due to insufficient funds.

Cancellation and Refund Policies

The below table applies to boardroom and 2nd floor Meeting Room bookings:

Attendees	0 – 5 Days	5 – 15 Days	16 – 25 Days	26 – 31 Days
0 - 12	No Refund	50% refund	80% refund	Full Refund

If a booking is for a multiple or consecutive days, the cancellation policy applies to each individual day within the booking. The Provider reserves the right to amend these terms and conditions at any time.

Promotions and Discounts

HUDDLESPACE by OSBN® may occasionally issue discounts and promotions that clients may decide to benefit from. However, "the Provider" reserves the right to discontinue that discount, promotion or offer without notice if the Client breaches these terms and conditions.