



Digital Work Space Application Form

130 Patrick St Laidley



Lockyer Valley Regional Council
26 Railway Street, PO Box 82, Gatton Qld 4343
Telephone 1300 005 872 | Facsimile (07) 5462 3269
Email mailbox@lvrc.qld.gov.au | www.lockyervalley.qld.gov.au



Digital Work Space

Lockyer Valley Regional Council has created a Digital Work Space for use by businesses and professionals. The facility is located at the rear of Neilsen's Place in the Laidley Heritage Mall on Patrick Street. The Digital Works Space is a dedicated business hub providing convenient office and meeting facilities, offering the following facilities:

- Shared co-working desk space;
- Meeting and/or board rooms;
- Small group training space/s
- High speed internet connection
- Shared printing services
- 24/7 Electronic access

The Digital Workspace provides business and office facilities, as an alternative to the traditional home office. Using these facilities will provide significant benefits for local professionals and business people. These facilities benefit the local business community by providing an economy of scale, decreased feelings of isolation and increased motivation, enthusiasm and energy. It is a convenient place to meet clients and/or associates.

The Digital Work Hub is a membership based facility operated by Lockyer Valley Regional Council, and operates on a fee for use basis. Current Fees for use of the facility are:

Membership Fee	Free
Co-working desk	\$30 per day (max 6 hours) \$260 per month includes free access to meeting rooms and board room (for fairness to other users this will be capped at 16 hours per week)
Meeting rooms	\$30 per 2.5 hours of use (max 5 hours per day)
Board room hire	\$50 per 3 hours of use (max 6 hours per day)
Deposit for swipe access tag	\$25

All fees and charges are payable in advance, users will be allocated some printing credits, but will be required to pay for excess printing. Members who pay the full monthly fee in advance will have electronic access to the building 24/7. The meeting rooms and dedicated spaces are managed by an electronic booking system, which all members are able to access. Members who do not pay the full monthly fee in advance will need to arrange access keys in advance of the days they wish to use the facility. All members of the Digital Work Space will receive invitations to business events and activities held at Neilsen's Place.



As this is a shared space we ask that you are considerate of other users and make every effort to keep the areas neat, clean and tidy at all times. Please respect that other people are also using these spaces to conduct their business activities.

Membership to Neilsen's Place, Digital Work Space is free, and all members will be required to attend a building induction, so they are aware of the facility and all safety requirements in relation to using the building. Members will also receive an introduction to using the electronic booking system. All fees for use of the building are required to be paid in advance.

If you would like to become a member of the Digital Work Hub at Neilsen's Place, please complete and sign the attached form and return to regionaldevelopment@lvrc.qld.gov.au.

If you require any further information on the Digital Work Space please contact the Regional Development team on 5466 3505 or email regionaldevelopment@lvrc.qld.gov.au

Name:

Address

Email

Contact Phone Mobile Phone

ABN

Anticipated frequency of use Casual Monthly

Do you have current Public Liability Insurance? No Yes (Please attach copy)

I agree to receive electronic newsletters and business information from Lockyer Valley Regional Council

I agree to the following Terms and Conditions of use for the Laidley Digital Work Space and understand that my membership will be revoked if Council determines in its reasonable opinion that these terms and conditions have not been complied with.

1. Lockyer Valley Region Council has granted you use of the facilities and you must not assign this use to anyone else, or share you access key or allow access to any other user, and you must not share your log in with anyone else.
2. You may allow access to your meeting guests and/or clients for the purpose of a meeting.
3. I agree to pay to Lockyer Valley Regional Council all fees and charges for use of the Digital Work Space in advance.
4. Lockyer Valley Regional Council reserves the right to charge users for the cost of printing.



5. Entry and use of the Digital Work Space by the member shall be at the member's sole risk. The member is solely responsible for supervising any guests in the Digital Work Space.
6. Members must notify Lockyer Valley Regional Council of any damage, accident or defect in the Digital Work Space or the common areas within Neilsen's Place, or any circumstances likely to cause any damage or injury to any person in the Digital Work Space or the common areas within Neilsen's Place.
7. Members must not at any time do or permit others within the members control to do any act or thing which results or may result in a nuisance, damage, obstruction or disturbance to Lockyer Valley Regional the Council, other occupants of the building or the owners or occupiers of any adjoining or neighbouring land or buildings or use the area in any noisy, dangerous, noxious or offensive manner.
8. Members must not at any time exercise or carry on any activity, art, trade, occupation or calling, which is illegal or in Council's reasonable opinion immoral, obscene or offensive.
9. Members must abide by any emergency procedure notified to the members by Council.
10. Members must, while using the Digital Work Space comply with all WHS Laws.
11. Members must keep the area clean and tidy at all times.
12. Members will not dispose of or allow to be removed from the Digital Work Space any of the Council's property or any property belonging to another person.
13. Members will not provide the keys or any access devices for the building to any person for any reason whatsoever, and are required to notify Council immediately if an access card/key is lost or stolen.
14. Users of the Digital Work Space acknowledge and agree that use of the Digital Work Space is at your own risk and releases, to the fullest extent permitted by Law, Lockyer Valley Regional Council for all claims of any kind and from all liability which may arise from or in connection with the use of the Digital Work Space and in connection with any accident, damage or injury to any person or property occurring on or around the property arising directly or indirectly from the use of the Digital Work Space, unless caused by any willful act, default or negligence of Lockyer Valley Regional Council.

Name _____

Signature _____ Date _____

Lockyer Valley Regional Council is collecting your personal information so that we can assess your application for the Laidley Business Incubator. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. Information provided in and with this application may be disclosed publicly under the Right to Information Act 2009. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement and this collection notice.



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