



## FACT SHEET/ TERMS AND CONDITIONS: Hot Desks (Revised: 7 Jan 2010)

### FEATURES

- Fully wired hot desk with own soft board and dedicated storage.
- Spacious and not cramped.
- Back-up power for lighting and power points (Not AC).
- Air conditioning.
- Desks with chairs having arrangement for housing computer on each desk.
- Provided with adequate ventilation and lighting.
- Free Wired internet connectivity through a 2 MBPS leased line of Venture Center.
- Wall mounted storage space (1 per desk).
- NCL Innovation Park's serene and elegant environment. Free Parking.
- Basic Utilities including electricity and water are included in Price.
- Limited privacy.

### ELIGIBILITY

- The desks shall be available for carrying out office work related to science, technology, entrepreneurship, business/venture development, education and some related activities.
- The management of the Venture Center shall exercise judgment in making available the desks to applicant to ensure that activities held at the desk area shall be in tuned with intellectual environment and brand equity of the NCL Innovation Park.

### TERMS

- **PAYMENT TERMS**
  - Reservation can be made for one month at a time.
  - Reservation and booking of the desks shall be strictly against full payment in advance.
  - Payment is acceptable by DD or cheque payable in Pune or at Par or could be deposited directly into the Venture Center's bank account.
  - Booking once made shall be transferrable or payment made thereof shall be non-refundable.
- **USAGE TERMS**
  - The desk shall be made available along with storage space for the term of booking.
  - The keys to desks and storage spaces should be handed over back on the last day of the booking to the authorized representative of Venture Center.
- **OTHER TERMS**
  - User shall not (intentionally or otherwise) do anything to suggest that the Venture Center or NCL as being party to the activities planned at the Hot desk area.
  - User shall ensure that the Desk and the surrounding area along with the storage space shall be used properly and not damaged in any way and that the area is left clean at the time of handing over the desk back to the authorized representative of Venture Center.
  - Any damage to the property in are shall be made up as per the prevailing costs without *demur* by the user.


**PRICING**

Room G1	Room G1	Room G2	Room G2
AC cluster	Entire semi-private group of 4+ (plus indicates printer space on south side)	AC cluster	AC cluster > Entire private group of 5
Minimum 1 month stay	Minimum 1 month stay	Minimum 1 month stay	Minimum 1 month stay
15 days notice of vacation	15 days notice of vacation	15 days notice of vacation	15 days notice of vacation
Advance payment	Advance payment	Advance payment	Advance payment
Rs 6500 /month/seat	Rs 24000 /month	Rs 5500 /month/seat	Rs 24000 /month
<b>Additional Benefits</b> <ul style="list-style-type: none"> <li>• Free use of 8-seater meeting room for 2 hrs per hot desk per month worth Rs 1200.</li> <li>• Complimentary browsing and reading membership at VC library during the period of stay.</li> </ul>			

Note: Service tax and other taxes applicable at the prevailing rate shall in addition to the above.

Discounts	
Start-ups with substantial NCL related participation (know-how, staff, students, alumni)	50%
Discounts on other infrastructure services (per company)	Meeting Room – 10%, Board Room – 10%, Training Room – 10%, E-Class Room – 10%, Brand Fee (Rent-an-address) – 30%
Longer duration discount	6 month commitment: 5%; 9 month commitment: 10%; 12 month commitment: 15%; 15 month & above: 20%

Note: Only one discount may be availed at a time.

For standard discounts, please visit <http://www.venturecenter.co.in/discounts.php>