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**FACT SHEET/ TERMS AND CONDITIONS: Office Space** (Revised: 18<sup>th</sup> March 2019)

**FEATURES**

- Room –warm shell
- Both Air conditioned and Non Air conditioned available.
- Provided with adequate fans and lighting; Electrical power provisions
- Back-up power from DG set (for lights, power points and desktop UPS only; not AC)
- Free Wired/Wireless internet connectivity through a 10 MBPS leased line of Venture Center.
- Shared areas of NCL Innovation Park
- Access (some for a fee) to other facilities or resources of NCL Innovation Park
- NCL Innovation Park's serene and elegant environment. Free Parking.
- Basic Utilities including electricity and water are included in Price.

**ELIGIBILITY**

- The Office Space shall be available for carrying out office work related to science, technology, entrepreneurship, business/venture development, education and some related activities. The Office Space is primarily intended for technology-based start-up companies and services supporting such companies.
- 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 tune with intellectual environment and brand equity of the NCL Innovation Park.

**TERMS**

- **PAYMENT TERMS**
  - Reservation to be made for not less than 6 months duration.
  - 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 not be transferrable or payment made thereof shall be non-refundable.
- **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 Office Space area.
  - User shall insure that the Office Space and the surrounding area shall be used properly and not damaged in any way and that the area is left clean at the time of handing over the room 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**

S. No.		Air conditioner	Location	Size	Minimum stay required	Notice of vacation	Advance payment	Omnibus Price inclusive of utilities
1.	MB4 – 4 Desks	N	100 NIP	170 sq ft. Max. Capacity: 4	6 months	1 month	Advance payment for 6 months to be paid 1 month in advance	Rs 18900/ suite
2.	Suite F1	Y	200 NIP	223 sq ft Furnished office Maximum capacity: 6 people	6 months	2 months	Advance payment for 6 months to be paid 1 month in advance	Rs 31,500/ month
3.	Suite F2	Y	200 NIP	245 sq ft, Furnished office Maximum capacity: 8 people	6 months	2 months	Advance payment for 6 months to be paid 1 month in advance	Rs 42,000/month
4.	Suite F3	Y	200 NIP	175 sq ft furnished office. Maximum Capacity ~ 5 people	6 months	2 months	Advance payment for 6 months to be paid 1 month in advance	Rs 30,000/mo
5.	Cube -1	N	300 NIP	204 sq ft Maximum capacity: 7	6 months	2 months	Advance payment for 6 months to be paid 1 month in advance	Rs 30000/suite
6.	Office 1	N	300 NIP	~132 sq ft, Maximum Capacity: 4	6 months	2 months	Advance payment for 6 months to be paid 1 month in advance	Rs 17400/Suite
7.	B2	Y	600 NIP	~320 sq ft Capacity: 7	6 Months	3 months	Advance payment for 6 months to be paid 1 month in advance	Rs 40,400
8.	B2 A	Y	600 NIP	~200 sq ft Capacity: 4	6 Months	3 months	Advance payment for 6 months to be paid 1 month in advance	Rs 28,400
9.	B2 B	Y	600 NIP	~320 sq ft Capacity:	6 Months	3 months	Advance payment for 6	Rs 26,300



				7			months to be paid 1 month in advance	
10.	B3	Y	600 NIP	~345 sq ft Capacity: 7	6 Months	3 months	Advance payment for 6 months to be paid 1 month in advance	Rs 40,400/ suite
11.	B3 A	Y	600 NIP	~235sq ft Capacity: 4	6 Months	1 month	Advance payment for 6 months to be paid 1 month in advance	Rs 28,400/suite
12.	B3B	Y	600 NIP	~110 sq ft Capacity: 3	6 Months	1 month	Advance payment for 6 months to be paid 1 month in advance	Rs 26,300/suite
13.	B4	Y	600 NIP	~538 sq ft Capacity: 19	6 Months	3 months	Advance payment for 6 months to be paid 1 month in advance	Rs 89,800
14.	B4 B	Y	600 NIP	~100 sq ft Capacity: 3	6 Months	1 month	Advance payment for 6 months to be paid 1 month in advance	Rs 26,300
15.	Suite G3/Suite G4	provided in desk area, but not in cabin	750 NIP	~300 sq ft office size including 60 sq ft cabin. Maximum Capacity-7people	6 months	2 months	Advance payment for 6 months to be paid 3 months in advance	Rs 36800/suite
16.	Suite G5	Y	750 NIP	~90 sq ft Maximum capacity: 4 people	6 months	1 month	Advance payment for 6 months to be paid 3 months in advance	Rs 21000/suite

**Additional Benefits**

- Complimentary browsing and reading membership at VC library for 5 named employees during the period of stay.

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



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

**IMPORTANT:**

- Please note that with effect from 1 April 2014, all new subscribers (and those seeking extension to existing contracts) to resident services (Lab, Office, Hot desk) will be required to compulsorily subscribe to the Address Service.
- This will allow all residents to use the 100, NCL Innovation Park address as their communication address and use the services of the Reception to receive mail/courier/ guests.
- Residents will receive the following discounts for the use of the Address Service:
  - 100% discount on the Brand Fee
  - Residents do not have to pay for the AIP component of the fee.

**Access to meeting rooms for residents:**

1. All resident incubatees have free access to at least one meeting room out of all the meeting rooms mentioned below on first-come-first-serve booking basis:
  - a. Access to Lab Meeting Room at 400 NIP (6 seater, AC)
  - b. Access to IPFACE Meeting Room at 750 NIP (5 seater, AC)
  - c. Access to Brainstorming Room at 300 NIP (6 seater, non-AC)
  - d. Access to Garden Meeting Room at 600 NIP (10 seater, non-AC)
2. Residents will be eligible for limited free usage of the Board Room at 200 NIP based on their occupancy as follows:

Number of subscribed seats/ occupancy	Number of subscribed allowed	Number of hours per month of Board Room
1		2
2-5		4
6-10		6
11-20		8
>20		10

3. Furthermore, residents can book other meeting rooms on a need basis against discounted charges:
  - a. Board Room at 200 NIP
  - b. Conference Room at 900 NIP