**THIS LICENCE AGREEMENT**

**DATED:** <date> <month> <year>

**BETWEEN:**

1. **The Licensor:**  
   (a) [<Licensor's Name>, a company registered in <Country of Incorporation> under company number <Company Registration Number> with a registered office located at <Licensor's Address> ("Licensor").]  
   **OR**  
   (b) [<Licensor's Name>, of <Licensor's Address> ("Licensor").]

**AND**

1. **The Licensee:**  
   (a) [<Charity's Name>, a charitable company limited by guarantee, registered in England under company number <Company Registration Number>, and registered charity number <Charity Commission Number>, with its registered office at <Charity's Address> ("Licensee").]  
   **OR**  
   (b) [The trustees (listed as follows: <Insert full names of all trustees>) of the charitable [trust/unincorporated association] known as <Charity's Name>, a registered charity number <Charity Commission Number>, whose office address is at <Charity's Address> ("Licensee").]  
   **OR**  
   (c) [<Charity's Name>, a charitable incorporated organisation, registered charity number <Charity Commission Number>, with its principal office at <Charity's Address> ("Licensee").]

**1. Definitions and Interpretation**

In this licence agreement, unless stated otherwise:

* **"Licence Fee"** means £<insert amount> per month, exclusive of value-added tax.
* **"Licence Period"** means [from <insert start date> to <insert end date> (inclusive)] **OR** [from <insert start date> until terminated per clause 2].
* **"Permitted Hours"** means <insert permitted hours, e.g., 8 am to 6 pm Monday to Friday, excluding public holidays>.
* **"Permitted Use"** means use as offices.
* **"Premises"** means <description of premises>, including any fixtures and fittings as outlined in the attached schedule. [Shown edged red on the attached plan for identification purposes.]

**2. Grant of Licence**

2.1 The Licensor grants the Licensee the right to use the Premises for the Licence Period and Permitted Use.  
2.2 Either party may terminate this agreement by giving at least <insert notice period> written notice, effective at the end of a calendar month.  
2.3 The Licensor reserves the right to terminate this agreement immediately upon notice if the Licensee breaches clause 3.  
2.4 This licence is personal to the Licensee and cannot be transferred.

**3. Licensee's Obligations**

3.1 The Licensee agrees to:

* Pay the Licence Fee (plus VAT) in advance on the [first day] of each month.
* Upon signing, pay the proportionate fee for the initial partial period until the end of the current month.

3.2 The Licensee shall not:

* Use the Premises for purposes other than the Permitted Use.
* Use the Premises outside Permitted Hours.
* Share or sublet the Premises or alter the property without the Licensor’s consent.
* Cause any nuisance or annoyance to neighbours or the Licensor.
* Display signage without written approval from the Licensor.

3.3 The Licensee shall:

* Maintain the Premises in good condition and repair any damage caused.
* Pay interest on overdue Licence Fees at <insert rate>% above the Barclays Bank base rate.
* Cover rates, taxes, and utility costs related to the Premises.
* Permit reasonable access to the Licensor for inspections or necessary work.

3.4 Upon termination, the Licensee must vacate, remove personal items, and return the Premises to the Licensor in acceptable condition.

**4. Licensor’s Obligations**

4.1 The Licensor agrees to provide the following, included in the Licence Fee:

* Heating, lighting, and electricity.
* Cleaning (outside office hours).
* Maintenance and decoration of the Premises and shared areas.
* Shared facilities such as restrooms, internet, and office equipment.

4.2 The Licensor grants the Licensee and its visitors reasonable access to the Premises and shared areas.

**5. General Provisions**

5.1 Third parties cannot enforce this agreement under the Contracts (Rights of Third Parties) Act 1999.

5.2 Notices under this agreement must adhere to Section 196 of the Law of Property Act 1925.

**Signed by:**

**For the Licensor:**  
<Name>  
[Position/Authority]

**For the Licensee:**  
<Name of Charity Trustee>  
[Charity Trustee Name(s)]  
[On behalf of the Licensee]