

In accordance with Act 7 of Partnership agreement from the 20th July 2016 and Act 5 of the Rules of Procedure of the Partnership Committee, presents

Terms and Conditions of *COIN Coworking*

Introduction

This document defines Terms and Conditions of the use of *COIN Coworking* area situated in Put Murvice 16, Zadar, Croatia.

COworking INdustries (COIN) is a result of the shared project launched in 2015 with an aim of increasing the competitiveness of micro, small and medium enterprises and encouraging the creation of working places through self-employment. The project was financed by the IPA programme (Instrument for Pre-Accession Assistance) under the agreement No. IPA2007/HR/16IPO/001-040709.

In order to ensure the sustainability of the project and implementation of the planned goals after completion of the project, project partners defined mutual guidelines of the *COIN Coworking* area development having in mind the core values of the coworking concept: cooperation, openness, accessibility and sustainability.

COIN Coworking is a working place characterized by collaborative environment that helps to develop new entrepreneurial ideas as well as to create services and programmes in accordance with the needs of micro enterprises. *COIN Coworking* ensures conditions for development, networking and professional improvement of its users.

COIN users and members

COIN user is defined as a user of COIN Packages, COIN Vouchers or additional services. Each COIN user is obligated to follow the Terms and Conditions of *COIN Coworking*. The following documents – COIN Packages and COIN Vouchers – are the main components of this document (Annex 1).

COIN member is defined as a member of *COIN Coworking* who has an active contract and whose payments for the past month are paid in full.

In the event of the contract party being a legal entity, the contract has to include a COIN user (natural entity). In the event of several natural entities that a single legal entity requires, each natural entity has to make a contract with *COIN Coworking*.

Consequently, only a natural person with a contract or using COIN Packages / Voucher can use the services provided by *COIN Coworking*.

Use of basic services

Essentially, COIN users can choose the relevant combination of COIN Packages or COIN Vouchers that include a variety of services.

COIN Packages include the package of basic and additional services specified under individual monthly packages based on the contract and payments paid in full.

COIN Vouchers include the package of basic services and/or the use of the meeting room depending on the type of voucher based on payments paid in full.

The package of basic services includes:

- Use of a desk in the coworking area
- High-speed WI-FI
- Use of printer (Price: A4/A3 (B/W) = 10 lipa; (COLOR) = 40 lipa)¹
- Use of scanner
- Coffee / water / tea
- Video surveillance and access control
- Cleaning & Maintenance
- Use of shared kitchen, sanitary facilities, smoking area, living room
- Help and support by the COIN host during the working hours
- Providing the information about our users' activities and help in networking
- Access to local network of institutions, partners and other entrepreneurs.

COIN Coworking area in essence follows the principle of vacant spots at a certain moment.

Special notes for basic services

The use of a fixed desk, on the other hand, is only possible when using MAXI Package. This service is restricted to the coworking quiet zone.

The use of MAXI Package for 24/7 access is only possible in terms of the written request submitted by a COIN member who was a COIN user of the MAXI Package for at least 3 months prior to submitting the request and who regularly fulfilled financial and other requirements.

The users of MAXI Package with 24/7 access need to sign a special Annex as part of their contract.

Use of additional services

Apart from the abovementioned basic services, there are several additional services that COIN Packages offer:

- Use of computer and software packages (25,00 kn/h)
- Use of the meeting room (40,00kn/h). This includes the use of the kitchen and lounge area, high-speed WIFI, the use of projector, laptop and flipchart.
- Use of the multimedia room for events up to 40 people (100,00 kn/h), or the use of the same room longer than 4 hours (80,00 kn/h). This includes the use of reception area, lounge and the catering area, high-speed WIFI, the use of projector, laptop and flipchart, the possibility of recording and streaming.
- Use of the great hall (coworking area and lounge) for events up to 80 people (200,00 kn/h) is possible from 3:00 – 8:00 pm in working days. This includes the use of reception area, microphone and audio system, the use of the catering area, high-speed WIFI, the use of laptop, projector and flipchart.

Rental price of the multimedia room and the great hall increases by 50% outside working hours.

COIN Coworking reserves the right to form special prices on request.

¹This service is only available to COIN members.

Special notes for additional services

Use of the meeting room, multimedia room and the great hall for organising meetings is generally possible if an appointment is booked or, in case the area is available at that particular moment, then a duty member at COIN can approve its usage.

Non-COIN members book their appointments by paying 50% deposit of the full price .

In case the reservation is cancelled 3+ days prior to the booked date, the deposit will be fully returned. In case the reservation is cancelled 2 or less days prior to the booked date, or the event does not take place, 50% of paid deposit will be returned.

Meeting room and multimedia room can be used for telephoning and video conferences without any prior appointment booked in case the area is available at that moment.

COIN Coworking ground plan is part of Terms and Conditions (Annex 2).

Special benefits:

All members of Association of Craftsmen Zadar (Hereinafter ACZ) who meet the conditions set by ACZ are entitled 50% discount on all COIN services, packages and vouchers.

All COIN members are entitled 50% discount for additional services.

Entrepreneurs *beginners* registered as legal entities for up to 3 years of leading the business are entitled a fixed desk under the MAXI Package without extra charges.

Each new COIN user whose residence is Zadar County has the right to use of the coworking area for 20 hours in a time period of 30 days as a free trial option. All vouchers must be used in a time period of 3 months from their activation.

Cancellations and monthly payments

It is necessary to announce the change of package and/or cancellation of the use of coworking area before the 15th of each month, which comes into effect the next month.

An invoice for COIN Packages will be issued before/on the 1st of each month for the following month. The deadline for payments is the 10th of each month.

There is, however, an exception. If a contract is made in the middle of the month, an invoice will be issued on the date of making the contract.

For contracts made for several months, all the deadlines and payments will be defined in the contract itself.

COIN members who do not meet the deadline do not have the right to use the abovementioned services.

Additional services linked to the use of printers will be billed for the previous month.

COIN Working Hours

COIN Working hours are Monday – Friday from 8:00 am until 6:00 pm.

A member of the COIN team will be there to take care of the users and the area.

COIN Coworking area might be closed in exceptional cases. COIN users will always be informed in time in case this happens.

Liability for personal belongings, area and users

COIN Coworking is not responsible for left personal belongings by both its users and their guests.

It is highly recommended not to leave laptops and/or mobile phones unattended.

All the COIN users are obliged to follow the Terms and Conditions of COIN Coworking in order to protect the users' rights and the level of service quality (Annex 3)

