LICENCE AGREEMENT FOR MONTHLY RESERVATIONS

THIS LICENCE AGREEMENT is made on **[Date]** between:

1. **THE LICENSOR: Sleeplicity UK Limited** (trading as **Sleeplicity London Heathrow**), registered at 10 Hanworth Road, Feltham, Middlesex, TW13 5AB (referred to as "the Hotel", "we", "us", "our", or "ourselves"); and
2. **THE LICENSEE: [Guest Name]** (referred to as "you").

1. SCOPE OF AGREEMENT & LEGAL STATUS

- **Nature of Occupancy:** This Agreement sets out the terms under which the Hotel grants you a personal, revocable licence to occupy a room for a temporary period not exceeding 90 nights. Both parties acknowledge and agree that this arrangement creates a licence to occupy only and does not, under any circumstances, create a tenancy or grant exclusive possession.
- **Legal Compliance & Right to Rent:** As required by law, this licence is subject to a successful **Right to Rent check** for **all occupants** before the commencement of the stay. Every guest must provide valid original identification for verification to satisfy government regulations.
- **Temporary Residency:** Your stay is strictly temporary and is not intended to replace a permanent residence or serve as your only/main home. While we respect our guests' privacy, the Licensee is not granted full exclusive use of the room.
- **Non-Transferability:** This licence is personal to the Licensee and cannot be transferred or assigned to any third party without express written consent. There is no automatic right to renew or extend this licence; all extension requests are subject to availability and prevailing market rates.
- **Termination & Breach:** In the event of payment disputes, breach of contract, or anti-social behaviour, the Licensor reserves the right to refer to its own Terms & Conditions and policies to terminate room access and vacate the premises immediately when necessary.
- **Governing Terms:** In addition to our general Terms & Conditions, this document governs the use of hotel facilities and your conduct on the premises. In the event of any discrepancy between documents, the terms of this Licence Agreement shall prevail.

2. HOUSEKEEPING & ROOM MAINTENANCE

- **Service Schedule:** Your rate includes a fortnightly housekeeping service. The housekeeping day will be announced in advance, during a reasonable daytime period (usually 10am–3pm). These days and times are subject to changes based on staff availability; we will provide as much notice as possible should changes be needed. Housekeeping work usually includes bed and towel change, bin change, hoovering and mopping, bathroom and toilet cleaning. You may opt for additional housekeeping frequency at £30 per service.

- **Licensee Responsibilities:** It is the Licensee's responsibility to allow housekeeping staff to enter the room at a reasonable condition. Staff will skip areas where obstacles (such as laptops or documents left on beds) prevent work. Housekeepers will not perform cleaning with the occupant present due to company health and safety policy. If service cannot be performed for these reasons, the Licensee is regarded as voluntarily giving up the service until the next scheduled day.
- **Daily Upkeep:** While a fortnightly service is provided, you are responsible for the room's daily hygiene and the upkeep of linens. Using towels or bedding to clean shoes, food stains, or hair dye is strictly prohibited. If linens are returned with unremovable marks, you will be charged the full replacement cost.
- **Consumables & Self-Sufficiency:** This is a self-sufficient licence agreement. Guests are responsible for their own daily consumable amenities (including, but not limited to, toilet paper, bin liners, and toiletries) throughout the duration of their stay.
- **Check-out Conditions:** While we provide cleaning service at your departure, the room must be returned in a reasonable "Turnaround Ready" condition at your departure, free of excessive refuse and soiling, additional man-hour or specialist cleaning fees will apply if the room requires work beyond a normal hotel turnaround. This includes, but is not limited to:
    - Refuse: Unbagged waste or large amounts of rubbish left in the room.
    - Deep Cleaning: Heavy staining, soiling, or persistent odours.
    - Fly-Tipping: Disposal of large items (e.g. furniture, electronics, or luggage) left on the premises.

  All additional cleaning and disposal costs will be deducted from your Security Deposit or charged to the saved card on file.

3. COMMUNAL FACILITIES

- **Communal Pantry/Kitchen:** Intended for general daily meals; not for heavy deep-frying. Guests must clean up after their own use, regular housekeeping cleaning is performed in this area.
- **Storage:** You are allocated a lockable shelf. Items stored in your shelf and in the communal fridge must be packaged or sealed to avoid odour/attracting pests. We reserve the right to open and remove any expired/unhygienic items causing insect or pest problems without prior notice. Apart from your allocated shelf or the communal fridge, unattended items in communal areas will be removed without warning.
- **Liability:** All items are stored at the Licensee's risk; we assume no responsibility for loss, damage, or theft.
- **Pay-as-you-go Laundry:** The communal washer-dryer is for personal clothing only. Putting inappropriate items (e.g., football boots) into machines results in the Licensor reserving the right to recover repair/replacement fees.

4. ADDITIONAL GUESTS & VISITORS

- **Room Capacity:** Your room can accommodate up to the capacity stated in the Booking.
- **Visitors:** Responsible visitors (Maximum of 2) are accepted until 10pm daily. A "Visitor" is a non-resident present for occasional social purposes only and is

prohibited from using hotel facilities (kitchen, washing machines, showers). Daily or repetitive visitation by the same individual(s) found to be utilising hotel facilities (as listed above) is categorised as **"Unauthorised Occupancy."** Management reserves the right, at its sole discretion, to restrict visitor access to maintain stay quality for other guests and to remain within the utility and safety limits of the building.

- **Conduct of Guests:** Please always respect other residents while hosting visitors. The Hotel reserves the right, at its sole discretion, to require any additional guests to leave the premises immediately if they exhibit anti-social behaviour or cause a disturbance to other guests or staff.
- **Unauthorised Occupancy:** A nightly surcharge of **£80** applies for every extra guest exceeding room capacity found staying overnight (10pm–8am), regardless of age, and will be deducted directly from the Security Deposit or charged to the saved credit/debit card upon evidence of the breach.
- **Evidence:** CCTV with people counting/motion detection is installed in communal areas. We reserve the right to perform occupancy checks and charge surcharges based on captured evidence.

5. ON-SITE PARKING

- **Permit & Fees:** On-site parking permits can be added to your booking at a rate of £2 per stay day. Permitted vehicles may park on-site at any time during the paid period. Parking permit cannot be sublet or transferred to any third party or other vehicle.
- **Availability:** Please note that parking bays are unallocated and operate on a first-come, first-served basis. A permit does not guarantee a specific space.
- **Enforcement:** This private site is camera-controlled. Vehicles must be parked fully within the indicated lines and must not cause obstructions to other users or access. We reserve the right to issue a Parking Charge Notice (PCN) of £100 via our parking management company for any unpermitted parking, parking of non-registered vehicles, or breaches of the Hotel's terms and conditions.
- **Liability:** All persons using the parking facilities do so at their own absolute risk. The Hotel is not responsible for any loss, injury, or damage to vehicles or their contents.

6. UTILITIES & WASTE MANAGEMENT

- **Inclusive Bills:** Provision of Electricity, Water, Gas, and Wi-Fi is included in the monthly rate.
- **Fair Use Policy:** Guests are expected to be considerate of energy consumption. Please ensure all lights and appliances are switched off when not required.
- **Monitoring & Excess Charges:** We utilise smart meters to flag malicious wastage and abnormal consumption. The Hotel reserves the right to perform checks and apply additional charges in these cases.
- **General Waste:** Basic general waste disposal is included. All rubbish must be placed in standard tied black bags; no loose rubbish (food waste in particular) should be disposed of directly into the bins.
- **Large Items & Fly-Tipping:** It remains the Licensee's responsibility to dispose of any large items (e.g., furniture, electronics) at local council recycling facilities. Any fly-tipping found on the premises will be returned to the Licensee's room without warning, and disposal fees may be charged to the security deposit.

7. PAYMENTS & DEPOSITS

- **Non-Refundable Tariff:** This monthly tariff is offered at a significantly discounted rate. Consequently, all bookings are strictly **Non-refundable** and **Non-amendable** once confirmed, regardless of the reason for cancellation or early departure.
- **Stay Extension:** Extension of stay is subject to availability and prevailing under a separate Licence Agreement. Stay durations cannot be combined retrospectively for discounts.
- **Security Deposit:** Security deposit will be refunded to the original form of payment within 30 days of the Check-out Date, subject to a room inspection and any penalty/deductions in accordance to our terms.
- **Card Authorisation:** A valid debit/credit card matching the guest name must be saved on file during your stay. In case of incidentals or penalties exceeding the deposit, the Licensee authorises the Hotel to deduct the balance from the saved card within 30 days of check-out.
- **Payment Disputes:** The Licensee acknowledges that the services are provided as a temporary licence. In the event of a credit card chargeback or payment dispute, this signed Agreement shall serve as evidence of the Licensee's acceptance of the Non-refundable terms and the Hotel's right to recover costs for breaches of contract.

8. GENERAL HOUSE RULES & CONDUCT

To ensure the safety, security, and comfort of all residents, the following rules are strictly enforced. **You must not:**

- **Smoke or Vape:** Smoking, including e-cigarettes and all forms of vaping, is prohibited anywhere indoors. A designated outdoor area is provided in the garden. Evidence of indoor smoking results in a minimum **£100 cleaning fee**.
- **Tamper Fire system & Cook in rooms:** Preparation of food in rooms using any electrical cooking appliances (including toasters, rice cookers, or heating elements) is strictly prohibited. Additionally, smoke detectors must not be covered or tampered with in any form at any time. These actions constitute a major breach of our insurance policy and fire safety regulations, resulting in immediate ejection, forfeiture of all fees paid, and a minimum £100 cleaning/reinstatement fee.
- **Use unsafe Appliances:** It is your responsibility to ensure all appliances other than Hotel-supplied electrical items are safe to use. You should also be extra cautious when using appliances that may emit ongoing steam or mist (e.g., hair straighteners, curlers, steamers) to avoid triggering smoke detectors.
- **Disturb Others:** Excessive noise or nuisance that disturbs other guests or neighbours is prohibited, particularly during quiet hours (**10:00 PM – 8:00 AM**).
- **Unauthorised Guests:** Allow unregistered visitors to stay between 10:00 PM and 8:00 AM.

- **Prohibited Items/Activities:** Bring pets onto the premises, use emergency equipment unless in a genuine emergency, or use the room for business, illegal, or immoral activities.
- **Property Care:** Add/remove, damage, or alter any décor or Hotel property. Any lost or damaged items will be charged to your security deposit or saved card at the rates published on our website.
- **Staff Access:** Prevent staff from accessing your room when required for maintenance or housekeeping, provided reasonable notice is given.
- **Digital Conduct:** Use the Hotel Wi-Fi for any fraudulent or illegal activities; guests are solely responsible for their online actions.

9. ADDITIONAL TERMS & REMEDIES

- **Breach of Contract:** If these rules are breached deliberately or repeatedly, the Licensor reserves the right to: revoke your licence and eject you immediately; remove personal items from the room at no liability; cancel future reservations; and report to the police where necessary. No refunds or compensation will be provided.
- **Room Condition & Inventory:** An itemised inventory will be provided. You are required to return the room and its fittings in the same condition as at check-in.
- **Right of Entry:** The Hotel and authorised parties may enter for routine housekeeping, maintenance, or in cases of emergency or suspected contract breach.
- **Safety & Environment:** Guests must familiarise themselves with the fire evacuation routes and emergency exits immediately upon arrival. Please ensure you locate the fire extinguishers in the communal areas and the fire blanket provided in the kitchen. Keep all common areas and fire escape routes clear of personal items or hazards at all times. In our efforts to be environmentally friendly, please ensure all lights and appliances are switched off when not in use.
- **Conduct:** We expect all residents to communicate politely and respect our staff, other residents, and local neighbours.

This Licence Agreement was electronically accepted by:

Guest Name: [Guest Name]
Timestamp: [DD/MM/YYYY HH:MM (UK time)]
Booking Reference: [Booking Reference Number]

Issued by: Sleeplicity UK Limited (the Licensor)
Registered Address: 10 Hanworth Road, Feltham, TW13 5AB
Issue Date: [DD/MM/YYYY]