

PROJECT

**Definitions**

Booking means a booking made either online or on paper for a monthly workspace, daily workspace or meeting room located in the House.

Booking Details means the "Confirm Your Booking" page (in case of an online booking) or the Booking Details signature page (in case of a paper contract booking).

Client means the name of the person under the Booking, or the Company Name under the Booking, or any of the Primary Users or Secondary Users under the Booking, and can be used to refer to any one or more of them.

License Fee means the fee that is payable by the Client to the Provider for the Services (defined in the Terms and Conditions).

Start Date means the first day of the Booking on which the Provider will provide the Services to the Client.

End Date means the last day of the Booking on which the Provider will provide the Services to the Client.

House means the space known as The Work Project located on 15/F Soundwill Plaza II-Midtown, 1-29 Tang Lung Street, Causeway Bay, Hong Kong including all real and personal property, easements or appurtenances located on or within such space.

Building means the building known as Soundwill Plaza II-Midtown located on 1-29 Tang Lung Street, Causeway Bay, Hong Kong including any real or personal property, easements or appurtenances located on or within such space.

Provider means the company known as The Work Project HK Limited registered in Hong Kong.

User or Member means any or all of the Client and its owners, directors, employees, affiliates, co-workers and/or anyone directly or indirectly invited and/or accompanied by any of them to enter the House.

Committed Term means the term of the initial Booking of the Client.

Deposit means the security deposit paid by the Client and held by the Provider for the Booking and/or The Account.

Workspace means the space accessible by the Client during the Booking Period.

Community Manager means an employee of The Provider bearing such title who is in charge of managing and operating the House.

Primary User means the individual whose name is under the Booking and/or Account who is authorized to manage the Booking and/or the Account as or on behalf of the Client.

Landlord means the owner of the Building.

Monthly Membership means a Booking whose Committed Term is equal to or greater than 28 days.

Day Pass means a Booking whose minimum Committed Term is one day and maximum 27 days.

Monthly Rental Cycle means the calendar monthly rental cycle of the Booking that begins on the Start Date and ends one calendar month later.

Account means the account number held by a Client and/or Primary User who has a Monthly Membership.

Auto Renewal means the automatic renewal a Monthly Membership on a month-to-month basis upon the termination of the Committed Period.

Best Available Monthly Rate refers to the prevailing current rate for new Bookings made for one calendar month for rooms that are currently available in the House.