

Leicester Startups Membership

Incubation & Shared Workspace at CANOPY

PART A: MEMBERSHIP AGREEMENT

1. Welcome

Leicester Startups is a community-led organisation supporting founders and early-stage businesses across Leicester and the wider region. Our mission is to make Leicester a globally significant startup city by delivering activities for entrepreneurs, led by entrepreneurs.

We believe strongly that **it takes a city to raise a startup**, and our incubation and shared workspace exists to bring ambitious people together in a supportive, practical and generous community.

This agreement relates to membership of the Leicester Startups incubation and shared workspace located at **Workspace 10 (WS10), CANOPY, 41 King Street Leicester, LE1 6RN.**

2. What Membership Gives You

As a member, you get:

- Access to the Leicester Startups incubation and shared workspace at CANOPY (subject to availability)
- A professional place to work alongside other founders
- Opportunities to take part in events, incubation activity and community sessions
- Connection to experienced entrepreneurs and people who want to help others succeed

This is a shared, evolving space, and flexibility is part of how it works. At this time, we cannot offer a 'fixed' or permanent desk, exclusive use of any part of the space, nor guaranteed access at all times.

3. How the Space Is Used

The space is used for:

- Leicester Startups-led activity

- Partner and community events from time to time
- Day-to-day coworking

This means that on some days the space may be busier, zoned differently, or unavailable for short periods. We will always aim to communicate clearly and minimise disruption.

4. Community Expectations

We ask all members to:

- Use the space professionally and respectfully
- Be considerate around noise, calls and shared areas
- Treat the space, furniture and equipment with care
- Contribute positively to the community where possible
- Act with integrity and not deliberately copy, use or commercialise another member's ideas, concepts or work

We reserve the right to refuse or withdraw membership where behaviour is not aligned with these expectations. Bullying, harassment, discrimination, intimidation or any form of inappropriate behaviour is not acceptable and Leicester Startups may suspend or terminate membership immediately where such behaviour occurs.

We encourage sharing experience and perspectives, but every business is different. Founders are always responsible for their own decisions and actions.

5. Confidentiality and Use of Information

This is a shared workspace, and members should be mindful of the environment.

- It is always your choice what information you share about your business
- Be conscious that conversations may be overheard in shared areas
- Do not pass on what you hear unless it is clearly intended to be shared or is appropriate to do so

We expect members to respect the confidentiality of others and act with discretion, professionalism and good judgement at all times.

6. How We Use Your Information

As part of being a Leicester Startups member, we'll hold some basic information about you and your business. We use this information to:

- Contact you about Leicester Startups events, opportunities and activity
- Share things we think will be relevant or useful to you as a founder
- Occasionally ask for updates on your business so we can understand how members are progressing and improve the support we offer

We'll always aim to be respectful, relevant and proportionate in how we communicate. You can opt out of non-essential communications at any time.

Full details of how we use and protect personal data are set out in our Privacy Policy.

7. Access and Security

- Access details are personal and must not be shared
- Access hours may evolve as the space matures
- Leicester Startups may suspend access temporarily for events, safety, maintenance or operational reasons

Use of the space is also subject to wider building rules and safety requirements.

8. Personal Belongings and Equipment

You are responsible for your own belongings and equipment.

Leicester Startups cannot accept responsibility for loss, theft or damage to personal items. Members are encouraged to hold appropriate insurance.

Where damage to the space or shared equipment is caused through misuse or negligence, we may ask the member to cover reasonable repair or replacement costs.

9. Ending Your Membership

- Members may cancel with one month's notice
- Leicester Startups may suspend or end membership immediately for breaches of these terms or community expectations

We aim to act reasonably, fairly and transparently.

10. Important Note

The formal legal terms that underpin this Agreement are set out below in **Part B**.

These exist to protect the community, the space and Leicester Startups CIC.

PART B: LEGAL APPENDIX – MEMBERSHIP TERMS & CONDITIONS

1. Status of Agreement

This Membership Agreement creates a **revocable licence** for the Member to use shared workspace facilities operated by Leicester Startups CIC at CANOPY, Workspace 10 (WS10) (“the Space”).

Nothing in this Agreement shall be construed as creating a tenancy, lease, easement, exclusive possession or any interest in land. Leicester Startups CIC retains full possession, control and management of the Space at all times.

In the event of any inconsistency between **Part A** and **Part B**, the provisions of Part B shall prevail.

2. Services

Leicester Startups CIC may provide access to shared workspace, internet connectivity, events, incubation activity and related services (“Services”).

Services are provided on an “**as available**” basis and may be amended, supplemented or withdrawn at any time. No minimum level of service is guaranteed.

3. Eligibility and Discretion

Leicester Startups CIC reserves the absolute right to:

- Accept or refuse membership applications
- Prioritise access according to purpose and capacity
- Suspend or terminate membership in accordance with this Agreement

All decisions are taken to protect the integrity, safety and purpose of the Space.

4. Fees and Payment

Membership fees help us run the space, support founders and continue developing the Leicester Startups community at Canopy.

Membership fees are payable monthly in advance.

Failure to pay when due entitles Leicester Startups CIC to suspend or revoke access until payment is received. Fees may be revised with reasonable notice.

We review membership fees periodically and will always aim to give members reasonable notice of any changes before they come into effect.

5. Use of the Space

Members shall:

- Use the Space only for lawful and professional purposes
- Comply with all reasonable instructions, policies, building rules and safety requirements

Disruptive, unsafe, discriminatory, harassing or intimidating behaviour is strictly prohibited.

6. Bullying, Harassment and Misconduct

Bullying, harassment, discrimination, intimidation or any form of inappropriate behaviour will not be tolerated.

Leicester Startups CIC may suspend or terminate membership **immediately and without notice** where such behaviour occurs or is reasonably suspected.

7. Confidential Information

Members acknowledge that they may become aware of confidential or commercially sensitive information relating to others.

Members agree not to disclose or misuse such information and to act with reasonable discretion. Leicester Startups CIC is not responsible for information voluntarily disclosed by members in shared areas.

Members shall not intentionally misappropriate or misuse confidential or proprietary ideas disclosed by others within the community.

8. Data Protection and Communications

Leicester Startups CIC will process personal data provided by Members in accordance with applicable data protection legislation and its Privacy Policy, available at: <https://www.leicesterstartups.com/privacy-policy/>

Personal data may be used for purposes including:

- Managing membership and access to services
- Communicating information about events, opportunities and activities relevant to the Member
- Gathering feedback or updates on a Member's business for community insight, impact reporting and service improvement

Leicester Startups CIC will not sell personal data to third parties and will only share data where lawful, necessary or with appropriate consent.

Members may update communication preferences or withdraw consent for non-essential communications at any time.

9. Loss, Damage and Personal Property

Members are responsible for their own belongings, equipment and data.

To the fullest extent permitted by law, Leicester Startups CIC accepts no liability for loss, theft or damage to personal property.

Where loss or damage to the Space or its contents arises through misuse or negligence, Leicester Startups CIC may recover reasonable repair or replacement costs.

10. Internet and Systems Use

Internet access is provided for legitimate business use only. Members must not misuse systems, introduce malicious software, infringe intellectual property rights or engage in unlawful activity. Leicester Startups CIC reserves the right to monitor usage where reasonably necessary.

11. Limitation of Liability

To the maximum extent permitted by law, Leicester Startups CIC shall not be liable for:

- Loss of profits
- Business interruption
- Loss of data or opportunity
- Indirect or consequential losses

Nothing limits liability for death or personal injury caused by negligence or for fraud.

Leicester Startups CIC does not provide legal, financial or professional advice. Members remain solely responsible for their decisions and actions. Any guidance, feedback or advice shared through Leicester Startups CIC, its community, events or activities is provided on an informal, non-advisory basis and Leicester Startups CIC accepts no responsibility or liability for decisions made or actions taken by members based on such guidance.

12. Termination

Either party may terminate membership with one month's notice. Leicester Startups CIC may terminate or suspend membership immediately in the event of:

- Serious or repeated breach of these terms
- Non-payment
- Behaviour presenting risk to others, the Space or reputation

13. Changes to Terms

Leicester Startups CIC may amend these terms from time to time. Where practicable, reasonable notice will be given. Reasonable notice will ordinarily mean at least seven days unless immediate change is required for legal, safety or operational reasons.

14. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction.

MEMBERSHIP ACCEPTANCE CHECKLIST

- I understand this is a shared workspace, not a private office
- I understand this is a licence to use space, not a tenancy
- I agree to use the space professionally and respectfully
- I will not engage in bullying, harassment or inappropriate behaviour
- I understand I am responsible for my own equipment and belongings
- I understand I must not deliberately copy, use or commercialise another member's ideas, concepts or work without permission
- I understand that any advice or guidance shared is informal, and that I am responsible for my own decisions.
- I understand Leicester Startups may suspend or withdraw access if these terms are breached

Member name: _____

Signature: _____

Date: _____