

Dated xx/xx/2018

(1) **GEORGE ESTATES LTD.**

- and -

(2) **x NAME T/A BUSINESS (Individual) x**
x NAME AND BUSINESS LTD. (Business) x

LEASE

of

Premises being Unit **xxxxxxxxxx**
at Elcot Park and Elcot Mews, Elcot Lane, Marlborough,
Wiltshire SN8 2BG

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PARTICULARS

Date: xx/xx/xxxx

Landlord: **GEORGE ESTATES LTD.** whose registered office is at Mercers House 32 Cross Hayes Malmesbury SN16 9BG (Company Registration Number: 10852186) whose trading address is The Old Warehouse, Silver Street, Malmesbury SN16 9BU

Tenant: **NAME T/A BUSINESS NAME** whose address is xxxxxxxx, xxxxxx, xxxxxxxx, xxxxxx.
NAME AND BUSINESS NAME LTD. whose registered office is at xxxxxxxx, xxxxxx, xxxxxxxx, xxxxxx (Company Registration Number: xxxxxx).

Premises: The building or area shown edged red on the attached plan dated 21/01/2012 and known as xxxxxxxx Elcot Park and Elcot Mews, Elcot Lane, Marlborough, Wiltshire SN8 2BG

Estate: All that land and the buildings on it (or part of it) known as Elcot Park and Elcot Mews, Elcot Lane, Marlborough, Wiltshire the extent of which is shown edged green on the attached plan

Term: xx months from and including xx/xx/xxxx to and including xx/xx/xxxx

Term Commencement Date: The first day of the Term

Rent Commencement Date: xx/xx/xxxx

Rent: The monthly/annual rent of £xxx plus VAT. Rent is payable in advance for the following calendar month on the first of each calendar month anniversary thereafter

Service Charge: The tenant will also pay £xxx plus VAT per calendar month as a Service Charge. Such amount to be paid the first of each calendar month anniversary and prorated for partial months

Water Charge: Recharged by Landlords meter if applicable

Electricity Charge: Recharged via a Landlords meter

Permitted Use: Studio/storage/ workshop/offices

Tenant's Break Date(s): N/A or such date which takes effect on the expiry of not less than xx months' prior written notice to the Landlord

Landlord's Break Date(s): N/A or such date which takes effect on the expiry of not less than xx month's prior written notice to the Tenant

Car Parking Spaces: xx parking spaces within the Estate as allocated to the Tenant at the date hereof or as may be re-allocated and notified at any time during the Term to the Tenant from time to time by the Landlord

Accessway: the access road within the Estate as shown tinted yellow on the attached plan

Deposit: a sum of £xxx

Landlord Works:

The Works set out in Appendix 1. The targeted date for completion of the works is xx/xx/xxxx. If these works have not been completed by xx/x/xxxx the Tenant can terminate the Lease by giving 2 weeks written notice to the Landlord. The Landlord will be the sole arbiter as to whether the Works are complete save for items which are patently obvious not undertaken. Snagging items will not delay the completion of the Works.

THIS LEASE is made on the date and between the parties specified in the Particulars.

1. INTERPRETATION

1.1 Particulars

In this Lease the words and expressions contained in the Particulars have the meanings specified in the Particulars but as further defined (if applicable) in this clause 1 and elsewhere in this Lease.

1.2 Definitions

In this Lease (unless the context otherwise requires) the following words and expressions have the following meanings:

"1954 Act"	the Landlord and Tenant Act 1954;
"1995 Act"	the Landlord and Tenant (Covenants) Act 1995;
"Business Day"	any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a bank, statutory, public or common law holiday;
"Common Parts"	those parts of the Building intended for common use and so designated by the Landlord from time to time;
"Conduits"	conducting media and tanks and apparatus used in connection with them;
"EPC"	an energy performance certificate as defined in the Energy Performance of Buildings (England and Wales) Regulations 2012 (including any associated reports and recommendations);
"Fees"	solicitors', counsels', surveyors' and other consultants' and professionals' fees and costs, bailiffs' fees and management and in-house charges including in each case all disbursements;
"Insured Risks"	risks against which the Landlord insures;
"Interest"	interest at the base lending rate from time to time of Lloyds TSB Bank plc or (if such base lending rate ceases to be published) such other reasonably comparable rate of interest as the Landlord specifies plus in each case four per cent (4%) (both before and after judgment) accruing on a daily basis and compounded with quarterly rests on the usual quarter days;

"Law"	Act of Parliament, statutory instrument, regulation, bye-law, requirement of a competent authority, statutory body, utility company or authority, common law or regulation, directive or mandatory requirement of the European Union;
"Liability"	all actions, proceedings, costs (including Fees), claims, demands, losses, expenses and liabilities;
"Outgoings"	all present and future rates, taxes, duties, levies, charges, assessments, impositions and outgoings (whether or not of a capital or non-recurring nature and including any of a novel nature);
"Permitted Hours"	7am to 6.30pm Mondays to Fridays (inclusive) and 9am to 1pm Saturdays but excluding all bank, statutory, public and common law holidays;
"Premises"	as defined in the Particulars bounded by and including the internal wall and ceiling finishes and including windows, frames and glass, doors and their frames, internal non-structural walls, suspended ceilings and floors and voids above and below them and all Landlord's fixtures and fittings within them but excluding the structure and exterior of the Estate and all Conduits (unless they are within and exclusively serve the Premises);
"Rents"	all sums payable under clause 2.1;
"Tenant's Default"	breach of a Tenant's Obligation or warranty of the Tenant in this Lease or any other act, neglect or default by the Tenant or anyone acting expressly or by implication with the Tenant's authority;
"Tenant's Obligation"	a covenant or obligation of the Tenant in this Lease;
"VAT"	value added tax and any tax or duty of a similar nature substituted for it or in addition to it;
"Utilities"	water, sewerage, electricity, gas, telecoms including broadband.

1.3 **Miscellaneous**

In this Lease:

- 1.3.1 **"Landlord"** includes any person from time to time entitled to the immediate reversion to this Lease;
- 1.3.2 **"Tenant"** includes the Tenant's successors in title and assigns and (if an individual) his personal representative(s);

- 1.3.3 a reference to an Act of Parliament includes all derivative instruments, orders, regulations and other matters and in each case any re-enactment, amendment, consolidation or modification from time to time of that Act and any derivative instruments, orders, regulations or other matters (except in the case of a reference to the Town and Country Planning (Use Classes) Order 1987 which shall be read as it exists on the date of this Lease);
- 1.3.4 an obligation owed by more than one person is owed by them jointly and severally and when the Tenant is more than one person the Landlord may release or compromise the liability of any one or more of those persons or grant any time or concession to any one or more of them without affecting the liability of the other(s);
- 1.3.5 where the Tenant comprises more than one person, a reference to the Tenant includes a reference to each such person;
- 1.3.6 an obligation by the Tenant not to do something includes an obligation not to permit or allow it to be done;
- 1.3.7 any person undertaking an obligation under or by virtue of this Lease which is a 'landlord covenant' for the purposes of the 1995 Act does so only until the date of the transfer by deed or operation of law (and not, where applicable, the date of registration at H.M. Land Registry) of the immediate reversion to this Lease to another person;
- 1.3.8 save where otherwise expressly stated, a reference to a clause is a reference to a clause of this Lease;
- 1.3.9 a reference to the Term is to the contractual term of this Lease subject to earlier termination in accordance with the provisions of this Lease;
- 1.3.10 a reference to the end of the Term is to the end of the Term however it ends;
- 1.3.11 any termination of this Lease is without prejudice to any then accrued claims of any party against any other;
- 1.3.12 a consent of the Landlord shall not be valid unless it is given by deed or:
 - 1.3.12.1 it is given in writing and signed by a person duly authorised on behalf of the Landlord; and
 - 1.3.12.2 it expressly states that the Landlord waives the requirement for a deed in that particular case;
- 1.3.13 if a waiver is given under clause 1.3.12.2, it will not affect the requirement for a deed for any other consent;
- 1.3.14 an approval of the Landlord shall not be valid unless it is in writing;
- 1.3.15 any notice given to the Landlord shall not be valid unless it is in writing and shall (unless the Landlord otherwise specifies) be given before the event or action to which it relates;
- 1.3.16 a right which the Landlord is entitled to use or exercise may be used or exercised by anyone permitted by the Landlord or who is entitled to use or exercise it;

- 1.3.17 any payment or other consideration to be provided to the Landlord is exclusive of VAT;
- 1.3.18 a provision or part of a provision of this Lease which is invalid, illegal or unenforceable shall be severed from all other provisions of this Lease to the extent necessary to make the remainder valid, legal and enforceable ;
- 1.3.19 any reference to a "**fair proportion**" is to a fair proportion as determined by the Landlord or someone on behalf of the Landlord;
- 1.3.20 "**include**", "**includes**" and "**including**" are deemed to be followed by the words "without limitation";
- 1.3.21 unless the context otherwise requires, "**or**" has both a conjunctive and a disjunctive meaning except where it is used in an expression involving the word "either" in which case it shall have only its disjunctive meaning;
- 1.3.22 general words introduced by "**other**" do not have a restrictive meaning.

2. DEMISE

- 2.1 The Landlord demises the Premises to the Tenant for the Term at the Rent and also paying by way of rent VAT and any interest the Tenant is obliged to pay and any sums payable by the Tenant under and clause 6.
- 2.2 The Rent is payable monthly in advance by equal monthly payments with the first payment being due on the date of this Lease and thereafter on each monthly anniversary of the date of this Lease.
- 2.3 The Premises are demised subject to all matters affecting the title to the Premises including all matters (except financial charges) on the property and charges registers of title numbers: WT133704 and WT296563.
- 2.4 The Landlord grants to the Tenant (to the exclusion of all other rights) shared use of the Common Parts and the Conduits which serve the Premises but which do not form part of the Premises but the Landlord may suspend the use of any Conduit for any reasonable purpose or divert or stop-up a Conduit if it provides a reasonable substitute.
- 2.5 The Landlord grants the Tenant a non-exclusive right of way with or without vehicles at all reasonable times over and along the Accessway for the purpose of access to and egress from the Premises provided that the Tenant shall not obstruct or cause any obstruction to the Accessway at any time whilst exercising such right.
- 2.6 The Landlord has the right to use any Conduits, to connect to them and to install new ones.
- 2.7 The Landlord may enter the Premises on reasonable notice (save in emergency when no notice need be given) for any purpose but shall put right any damage it causes to the Premises in so doing.

3. TENANT'S OBLIGATIONS

The Tenant agrees with the Landlord:

- 3.1 To make the payments due under clause 2.1 in accordance with clause 2.2 and the other provisions of this Lease without deduction, counterclaim or set-off;

- 3.2 If and to the extent the Landlord so requires, to pay the Rent by (at the Landlord's option) banker's standing order, direct credit or automated credit;
- 3.3 Promptly to pay all Outgoings in respect of the Premises, their use or occupation and in the absence of any direct assessment to pay to the Landlord on demand a fair proportion of them (but this obligation excludes any taxes payable by the Landlord (other than VAT) on receipt of the Rent or which arise from dealings with the Landlord's interest in the Premises);
- 3.4 To pay all charges for the supply of utilities and equipment rents and a fair proportion of them where attributable to more than just the Premises;
- 3.5 To pay VAT on any sum due under this Lease at the same time as the sum on which it is charged;
- 3.6 Not to make any proposal to alter, or agree to alter, the rateable value of the Premises;
- 3.7 To keep the Premises in good and substantial repair and in good condition, damage by any of the Insured Risks excepted save where insurance monies are irrecoverable due to a Tenant's Default and to keep the Premises clean and tidy (please refer to the Important Notices section of the Customer Guide);
- 3.8 To keep the Premises clean and tidy;
- 3.9 By the end of the Term, to remove everything the Tenant has installed (unless otherwise required by the Landlord) and make good any damage caused in doing so and to deliver the Premises to the Landlord with vacant possession and in accordance with its obligations in this Lease. Carpets must be professionally steam cleaned.
- 3.10 To permit the exercise of all rights reserved to the Landlord (and others where relevant) in this Lease;
- 3.11 If there is a Tenant's Default and the Tenant does not remedy it within two months of being required to do so by the Landlord (or earlier if urgent), to allow the Landlord to remedy it and to pay to the Landlord on demand all costs (including Fees) in so doing;
- 3.12 Not to alter or add to the Premises or any Conduits;
- 3.13 Not to display any sign on the outside the Premises;
- 3.14 To allow the Landlord to have signs on the outside of the Premises provided that they shall not materially adversely affect the Tenant's use of the Premises;
- 3.15 Not to do anything which causes nuisance, damage, loss or inconvenience to any of the adjoining residential neighbours or occupiers or to any other occupiers of the Estate;
- 3.16 Not to part with, assign, underlet, charge or share the possession or occupation of the whole or any part of the Premises nor to hold the Premises on trust for any person (except by reason only of joint legal ownership) nor grant any right or licence over the Premises or any part of them in favour of any third party.
- 3.17 Within five (5) Business Days of receipt (or sooner if necessary) to produce to the Landlord a certified copy of any notice, order, permission or proposal affecting the Premises or their use;
- 3.18 Not to use the Premises otherwise than for the Permitted Use;

- 3.19 To comply with all Laws which affect the Estate and/or the use of the Premises or the employment of people in them;
- 3.20 Without prejudice to any obligation on the Tenant to obtain any consent or approval under this Lease, to carry out all works that are required under any Law to be carried out to the Premises whether by the owner or the occupier;
- 3.21 To pay to the Landlord on demand all reasonable costs (including Fees) properly incurred, charged or payable by the Landlord in connection with any consent or approval applied for under this Lease, whether or not granted;
- 3.22 To pay to the Landlord on demand on a full indemnity basis all costs (including Fees) in connection with:
 - 3.22.1 a notice served on the Tenant under the provisions of an Act of Parliament or any proceedings pursuant to it (whether or not forfeiture is avoided otherwise than by relief granted by a competent Court); or
 - 3.22.2 a breach of a Tenant's Obligation;
- 3.23 To indemnify the Landlord against all Liability arising from a Tenant's Default;
- 3.24 If the Rent or other sums due under this Lease are unpaid on their due date, to pay to the Landlord on demand Interest on them from and including the due date for payment, whether or not there is a formal demand for payment;
- 3.25 Not to cause any damage to the Estate or Conduits or overload it or them;
- 3.26 Not to obstruct the Common Parts or leave anything in them and not to park any vehicles on any part of the Estate or the Access way except in the Car Parking Spaces or whilst temporarily loading or unloading vehicles in connection with the Permitted Use;
- 3.27 To comply with such regulations as the Landlord may from time to time prescribe for:
 - 3.27.1 the conduct, management or use of the Building;
 - 3.27.2 the health or safety of anyone at the Building or so as not to discriminate against them;
- 3.28 Not to do or omit to do anything which adversely affects the EPC rating for the Estate (or any individual buildings on and forming part of the Estate) or which invalidates the EPC;
- 3.29 To comply with the Landlord's reasonable requirements from time to time (consistent with the Tenant's reasonable use of the Premises) regarding energy consumption within the Premises;
- 3.30 Not to change the electricity supplier in connection with the Premises without the prior written consent of the Landlord and if such change is made to reimburse to the Landlord for or accept a deduction from the Deposit of such reasonable charges as the Landlord may impose in connection with re-establishing such supply in the Premises with the original supplier;
- 3.31 To notify the Landlord immediately the Tenant ceases to occupy the Premises;
- 3.32 Not to apply for or implement any planning permission relating to the Premises;

- 3.33 Not to hold any auction or public exhibition or political meeting or use the Premises for any illegal or immoral use;
- 3.34 A change of ownership of the Tenant will give the Landlord the right to terminate the lease with one month's written notice.
- 3.35 To pay £25 plus VAT per key if the key is not returned within 48 hours of the tenancy ending and hereby authorise the Landlord to deduct such sums from the deposit if the keys are not returned within 48 hours.
- 3.36 The Tenant is liable for water, sewerage, rates, electricity, gas and telephone charges, including any standing charges, until the end of the Lease, even if the Tenant moves out of the Premises before the end of the Lease.
- 3.37 If the landlord, his agent or contractor are required to attend at the Premises for reasons outside their control (for instance to make the Premises secure) a fee of £25 plus vat will be charged to the Tenant.
- 3.38 To pay the Landlord £25 plus VAT for each occasion the Landlord has to telephone or write to chase for payment because payment has not been received in accordance with this Lease irrespective of whether payment is ultimately made.
- 3.39 The Tenant is responsible for replacing/maintaining the following items should they need replacing or maintenance work during the Tenancy: internal & external lightbulbs including emergency ones, taps including washers, locks and roller doors motors/fixings.

LANDLORD'S OBLIGATIONS

The Landlord agrees with the Tenant:

- 3.38 While the Tenant complies with the terms of this Lease, to allow the Tenant peaceably and quietly to use and enjoy the Premises without lawful interference by the Landlord;
- 3.39 To use reasonable endeavours to maintain:
 - 3.39.1 the Common Parts and those parts of the Estate structure of the Building which give support and protection to the Premises in at least a similar state of repair as at the date of this Lease; and
 - 3.39.2 those Conduits serving the Common Parts and serving the Premises (but which do not form part of the Premises) in working order

Provided that the Landlord will not be in breach of these obligations where the breach is due to circumstances beyond the Landlord's control or until a reasonable time after the Landlord has been given notice of the breach.

4. INSURANCE

- 4.1 The Landlord shall keep the Estate and the Premises insured against loss or damage by fire and against such other risks as the Landlord considers it prudent to insure provided that such insurance is available in the market on reasonable terms acceptable to the Landlord.
- 4.2 The Tenant agrees with the Landlord not to do anything which may invalidate any insurance policy for the Estate or increase any insurance premiums.

- 4.3 Provided that the Landlord's insurance policy has not been vitiated in whole or in part by any act or omission of the Tenant or any person at the Estate with the actual or implied authority of the Tenant:
- 4.3.1 if the Premises or means of access to them are damaged or destroyed by any of the Insured Risks, the Rent or a fair proportion of it according to the extent of the damage or destruction will be suspended until the damage or destruction has been put right; and
- 4.3.2 if that damage or destruction has not been put right within three (3) months of its occurrence, either the Landlord or the Tenant may by notice to the other terminate this Lease if it has not by then already ended.
- 4.4 If the Premises are not likely to be restored within three (3) months of any damage or destruction, either the Landlord or the Tenant may by giving not less than fourteen (14) days' prior written notice to the other terminate this Lease.
- 4.5 The Tenant acknowledges that all contents and equipment belonging to the Tenant (or otherwise under the control of the Tenant) which are stored at the Premises are so stored at the Tenant's own risk and the Tenant shall be responsible for all such contents stored within the Premises and for insuring them throughout the Term.

5. MISCELLANEOUS

- 5.1 The Landlord does not warrant that the Premises:
- 5.1.1 may be used for the Permitted Use without breaching any Law;
- 5.1.2 are capable of being used for the Permitted Use or are fit for that purpose.
- 5.2 The Tenant is not entitled to object to any works carried out to, scaffolding erected on or use of any other premises which form part of the Estate.
- 5.3 The rules about serving notices in section 196 of the Law of Property Act 1925 (as amended by the Recorded Delivery Service Act 1962) apply to any notice given under this Lease (unless otherwise provided by statute).
- 5.4 If the Tenant leaves any goods in the Premises at the end of the Term, the Tenant authorises the Landlord to sell those goods on its behalf and the Landlord shall account to the Tenant for the proceeds after deducting relevant Fees.
- 5.5 The Tenant acknowledges that it has not entered into this Lease relying on any statement or representation made by or on behalf of the Landlord but nothing in this clause will however operate to limit or exclude any liability for fraud or deliberate misrepresentation.
- 5.6 This Lease embodies the entire understanding of the parties to it.

6. SERVICE CHARGE

- 6.1 In this clause 6 the "**Service Costs**" are the costs the Landlord incurs during the Term or which become payable in respect of the following:
- 6.1.1 cleaning and lighting of the Common Parts;
- 6.1.2 repair maintenance and decoration of the Common Parts of the Estate;
- 6.1.3 heating of the Common Parts of the Estate;

- 6.1.4 the provision of water and electricity to the Estate;
 - 6.1.5 the provision of hot and cold water in the Common Parts;
 - 6.1.6 the provision of CCTV on the Estate;
 - 6.1.7 compliance with Laws;
 - 6.1.8 provision of any statements or certificates (including an EPC) relating to the Estate;
 - 6.1.9 any services or amenities provided for the Estate or any part of it in the interest of good estate management (and this clause 6.1.9 is not limited in its interpretation by the previous parts of this clause 6.1).
- 6.2 The Landlord may include in the Service Costs reasonable charges of managing agents and a reasonable management charge.

7. FORFEITURE

The Landlord may re-enter the Premises and the Term will then end (but without prejudice to any accrued claims of the Landlord against the Tenant) in any of the following events:

- 7.1 The Tenant is unable to pay its debts (as defined in the Insolvency Act 1986);
- 7.2 Any distress or execution is levied against the Tenant's goods at the Premises;
- 7.3 The Rents or any other sums payable under this Lease are not paid within fifteen (15) Business Days after they become due (whether they are lawfully demanded or not);
- 7.4 The Tenant is in breach of any of the Tenant's Obligations.

8. TENANT'S BREAK OPTION

This Lease will terminate on a Tenant's Break Date if the Tenant has given prior written notice to the Landlord of its wish to terminate this Lease on the Tenant's Break Date and provided that:

- 9.1 the Tenant has paid all sums due under this Lease to the Landlord for the period up to the Tenant's Break Date; and
- 9.2 delivers up full vacant possession of the Premises to the Landlord

then this Lease shall automatically terminate on the Tenant's Break Date but without prejudice to the rights and remedies that either party may have against the other in respect of any outstanding breach of the terms and conditions of this Lease on such date.

9. LANDLORD'S BREAK OPTION

This Lease will terminate on a Landlord's Break Date if the Landlord has given prior written notice to the Tenant of its wish to terminate the Lease on the Landlord's Break Date but such termination shall be without prejudice to the rights and remedies that either party may have against the other in respect of any outstanding breach of the terms and conditions of this Lease on such date.

10. AGREEMENT TO EXCLUDE SECTIONS 24 TO 28 OF THE 1954 ACT

10.1 The Landlord and the Tenant agree pursuant to section 38A(1) of the 1954 Act that the provisions of sections 24 to 28 (inclusive) of the 1954 Act are excluded in relation to the tenancy created by this Lease.

10.2 The Tenant confirms that:

10.2.1 the Landlord served on the Tenant a notice (the "**Notice**") applicable to the tenancy created by this Lease on xx/xx/xxxx in accordance with section 38A(3)(a) of the 1954 Act; and

10.2.2 the Tenant or a person duly authorised by the Tenant made a declaration or a statutory declaration in relation to the Notice on xx/xx/xxxx in accordance with the requirements of section 38A(3)(b) of the 1954 Act;

before the Tenant entered into this Lease or (if earlier) became contractually bound to do so.

11. DEPOSIT

11.1 On the date of the Lease the Tenant shall pay the Deposit to the Landlord who shall hold such monies as security for the Tenant's Obligations throughout the Term;

11.2 The Landlord is entitled (but is not obliged) to make a withdrawal of money from the Deposit at any time during the Term in order to make good a Tenant's Default and shall notify the Tenant of such a withdrawal;

11.3 In the event that such a withdrawal is made the Tenant shall within five (5) Business Days of such written notification and demand pay to the Landlord sufficient monies to make up any shortfall in the Deposit;

11.4 The Deposit shall be repaid to the Tenant (but only after making any withdrawals that the Landlord is entitled to make pursuant to the terms of this Lease) within ten (10) Business Days after the end of the Term or when the Tenant provides vacant possession of the Premises to the Landlord (whichever is the later).

12. NEW TENANCY

This Lease is a new tenancy as defined in section 1 of the 1995 Act.

13. APPLICATION OF CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

It is not intended that any person will be entitled to enforce any provisions of this Lease who would not have been so entitled but for the enactment of the Contracts (Rights of Third Parties) Act 1999.

14. GOVERNING LAW AND JURISDICTION

This Lease and the rights and obligations of the parties under it will be governed by and construed in accordance with the laws of England and Wales and the parties irrevocably submit to the exclusive jurisdiction of the English and Welsh courts

This Lease is executed as a deed and is delivered and takes effect on the date set out at the beginning of this Lease.

SIGNED AS A DEED by **GEORGE ESTATES LTD.**
in the presence of:

Signature of witness

Name (in BLOCK CAPITALS)

Address

EXECUTED AS A DEED by [Enter name of Tenant]
acting by a director and its secretary/two directors:

Director

Secretary/Director

OR

Executed as a Deed by the said
in the presence of:

Signature of Witness:.....

Name of Witness
(in BLOCK CAPITALS):.....

Address:.....
.....
.....

Occupation:.....