Docusign Envelope ID: C222FFE4-8EA4-4F6C-A687-EE488109029A

londonist HOSPITALITY

Client Information

Bill To:	La Bibliothèque
Billing Contact Name:	Heidi Kampa
Billing Email Address:	heidi@mapmaison.com
Billing Phone:	01450 367 110

Ship To:	La Bibliothèque, 325 Kingsland Road, Haggerston, E8 4DL
Shipping Contact Name:	Heidi Kampa
Shipping Email Address:	heidi@mapmaison.com
Shipping Phone:	01450 367 110

Order Details

Order Start Date: 03/02/2025	Payment Method: Bank Transfer
Order End Date: 03/03/2025	Billing Sequence: Per Order

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Product Information

#	Item	Qty	Rate	Tax	Tax Amount	Amount
1	PILLOWCASE (RENTAL + LAUNDRY) POLYCOTTON - WHITE	36	0.45	20.00%	3.24	16.20
2	KING BED SHEET (RENTAL + LAUNDRY) POLYCOTTON - WHITE	6	1.05	20.00%	1.26	6.30
3	KING SIZE DUVET COVER (RENTAL + LAUNDRY) POLYCOTTON - WHITE	6	1.95	20.00%	2.34	11.70
4	DOUBLE DUVET COVER (RENTAL + LAUNDRY) POLYCOTTON - WHITE	3	1.70	20.00%	1.02	5.10
5	DOUBLE BED SHEET (RENTAL + LAUNDRY) POLYCOTTON - WHITE	3	0.85	20.00%	0.51	2.55
6	TOWEL SET (RENTAL + LAUNDRY) POLYCOTTON - WHITE 1x BATH TOWEL, 1x BATHMAT, 1x FACE TOWEL, 1x HAND TOWEL	18	2.35	20.00%	8.46	42.30

Special Terms

1. The Client will need to notify Londonist Hospitality of its order at least one week prior with the specific quantity and sizes of the required linen, and the requested date of delivery/collection.

2. This agreement acknowledges services will commence from Monday 3 February 2025

3. The following addresses will be used in relation to the delivery/collection of our linen products, more locations may be added/removed at a later point:-

   - **La Bibliothèque, 325 Kingsland Road, Haggerston, E8 4DL**

4. Items shown in product information may vary depending on client occupancy and general requirement

5. Client has indicated this will be a weekly/bi-weekly service initially, dependant on client's occupancy, although may change to monthly and is dependant on the client's occupancy.

6. Invoices sent will reflect client's specific order, client's schedule may fluctuate depending on occupancy

7. Additional items to what has been outlined in product information can be added at the request of the client with sufficient notice (at least one week)

Please note that all products and services provided are subject to the Terms and Conditions of Londonist Hospitality Limited.

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By signing this agreement, the client acknowledges and agrees to adhere to the below terms and conditions set by Londonist Hospitality Limited.

Client Signature: DocuSigned by: Heidi Kampa 14B2570301184E0... **Date:** 1/29/2025

Print Name: Heidi Kampa **Position:** Head of Administration

Londonist Hospitality Limited Linen Rental Terms and Conditions

1. Contract Length and Termination

i. **Contract Length:** The minimum contract length is one month

ii. **Termination Notice:** After the initial one month period, the contract will become a monthly rolling contract, which can be terminated by either party with two weeks' notice.

iii. **Periods of Closure:** Suspension of charges for periods of closure will only be allowed for periods exceeding two weeks, excluding the termination notice period. One month's notice in writing is required for such suspensions.

2. **Services Provided**

i. **Laundry Services:** The Provider agrees to perform commercial laundry services, **including** washing, drying, ironing, and folding as specified in the contract.

ii. **Collection and Delivery:** The Provider will collect and deliver laundry items according to a schedule agreed upon with the Client. While exact timeframes cannot be guaranteed, collections and deliveries will be arranged within an AM (9am-12pm) or PM (12pm-5pm) time slot. Due to operational constraints, weather, and traffic conditions, these timeframes may vary change on occasion.

3. **Damages and Losses**

i. **Damaged Items:** The Provider will take all reasonable care to ensure that laundry items are handled properly. However, the Provider will not be liable for damage to items caused by normal wear and tear, manufacturer defects, or prior damages.

ii. **Lost Items:** In the event of a lost item, the **Provider's** liability will be limited to the fair market value of the item, not exceeding the relevant invoice amount for that item.

iii. **Undeclared Damaged Items:** Clients must declare any pre-existing damage to items before collection. Failure to declare damages may result in additional charges.

4. Collection and Delivery Conditions

i. **Access Requirements:** The Client must ensure that the Provider has access to the agreed collection and delivery point. If access is unavailable, the Provider may charge a failed delivery fee.

ii. **Delivery Location:** Deliveries are generally made to the ground floor. Any specific delivery instructions must be agreed upon in advance.

iii. **Time Slot Basis:** As stated, while exact timeframes cannot be guaranteed, we will operate on a time slot basis for collections and deliveries, either in the AM (8am-12pm) or PM (12pm-5pm).

5. Client Obligations

i. **Preparation of Laundry:** The Client is responsible for ensuring that all items for laundering are ready for collection at the agreed time. The Provider is not responsible for any items not prepared in time for collection.

ii. **Hazardous Materials:** Clients must inform the Provider in writing of any toxic or hazardous substances that have been in contact with laundry items. The Provider reserves the right to refuse to handle such items.

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6. Billing and Payments

i. **Billing Sequence:** The billing sequence is agreed upon with the account manager at the time of agreement. Clients must adhere to the agreed payment structure over the contract length.

ii. **Invoice Terms:** Invoices must be paid within 7 days upon digital receipt unless otherwise agreed in writing. Payments can be made via direct debit, or BACs.

iii. **Overdue Payments:** If any payment due under this agreement is more than seven days overdue, Londonist Hospitality Limited reserves the right to cease providing services and products until all outstanding amounts are settled. Rescheduling of services and products will be arranged based on availability, and there is no guarantee that the new terms will match the original schedule.

7. General Provisions

i. **Limitation of Liability:** Except in cases of death or personal injury caused by negligence, the liability of Londonist Hospitality Limited for any damages arising from or in connection with this agreement shall be limited to the amount of the relevant invoice in which the damage occurs.

ii. **VAT:** All prices exclude VAT.

iii. **Special Terms:** In the event of any conflict or inconsistency between these general Terms and Conditions and the Special Terms, the Special Terms will prevail.

iv. **Applicable Law:** These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales.

v. **Amendments:** No amendments to these Terms and Conditions shall be valid unless confirmed in writing by both parties.

vi. **Severability:** If any part of these Terms and Conditions is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.