CYNGOR SIR CEREDIGION
BOOKING OFFICE, NEW QUAY

Guidance Notes for Applicants

1. The Lease is for the Booking Office, Part of the Harbour Office, Pier Street, New Quay (the Site).
2. The Lease will be for a period of five years.
3. The rent for the first quarter payment will be paid on signing of the lease. Rent is then to be paid quarterly in advance.
4. The Tenant will benefit from break options on the second and fourth anniversaries of the lease, subject to serving 3 months beforehand.
5. Sub-letting of all or part of the Site is not permitted.
6. The Tenant will ensure the Site is kept in a clean and tidy condition, will provide adequate litter receptacles where appropriate. The Tenant will not permit wastepaper, litter or any refuse outside the Site.
7. The Tenant undertakes not to cause a nuisance on the Site.
8. No advertisements other than one sign advertising the name of the tenant's sole company are to be displayed on the Site.
9. The Tenant will be responsible for insuring stock and equipment left on the Site.
10. The Council will be responsible for insuring the structure of the building with the cost passed to the Tenant. Plate Glass is excluded from the Council's insurance and must be insured separately by the Tenant.
11. The Tenant will be responsible for all internal and external repairs / decorations and will be required to repaint the interior and exterior in the final 3 months of the Lease.
12. The Tenant will indemnify the Council against all action, costs, damages, claims, demands and to insure in the joint names of the Council and the Tenant, against all such claims and demands.
13. The Tenant will discharge all existing and future rates, taxes, assessments and outgoings whatsoever charged or imposed upon the Site or upon the Council or Tenant in respect thereof.
14. The Tenant must provide adequate Public Liability Insurance for any one incident of £10,000,000.
15. The successful applicant may be required to provide a satisfactory banker's reference prior to their tender application being accepted.
16. The lease will be excluded from security of tenure under the Landlord and Tenant Act 1954.

NB This is merely an outline of the Terms and Conditions and the Council does not bind itself to accept the highest or any Offer and the acceptance of any Offer is subject to the execution of a formal Lease, in terms to be settled by the Council and the Council hereby reserve the right to vary or add to the above Conditions.

Estates Section, Economy and Regeneration,
Ceredigion County Council, Penmorfa, Aberaeron SA46 0PA