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**FACT SHEET/ TERMS AND CONDITIONS: Hot Desks (Revised: 1<sup>st</sup> April 2026)**

**FEATURES**

- Fully wired hot desk with dedicated storage.
- Back-up power for lighting and power points.
- Desks with chairs having arrangement for housing computer on each desk.
- Provided with adequate ventilation and lighting.
- Free Wired internet connectivity through a 10 MBPS leased line of Venture Center.
- NCL Innovation Park's serene and elegant environment. Free Parking.
- Basic Utilities including electricity and water are included in Price.
- Limited privacy.

**ELIGIBILITY**

- The desks shall be available for carrying out office work related to science, technology, entrepreneurship, business/venture development, education and some related activities.
- The management of the Venture Center shall exercise judgment in making available the desks to applicant to ensure that activities held at the desk area shall be in tuned with intellectual environment and brand equity of the NCL Innovation Park.

**TERMS**

- **PAYMENT TERMS**
  - Reservation can be made for one month at a time.
  - Reservation and booking of the desks shall be strictly against full payment in advance.
  - Payment is acceptable by DD or cheque payable in Pune or at Par or could be deposited directly into the Venture Center's bank account.
  - Booking once made shall be transferrable or payment made thereof shall be non-refundable.
- **USAGE TERMS**
  - The desk shall be made available along with storage space for the term of booking.
  - The keys to desks and storage spaces should be handed over back on the last day of the booking to the authorized representative of Venture Center.
- **OTHER TERMS**
  - User shall not (intentionally or otherwise) do anything to suggest that the Venture Center or NCL as being party to the activities planned at the Hot desk area.
  - User shall ensure that the Desk and the surrounding area along with the storage space shall be used properly and not damaged in any way and that the area is left clean at the time of handing over the desk back to the authorized representative of Venture Center.
  - Any damage to the property in are shall be made up as per the prevailing costs without *demur* by the user.

PRICING

- Advance payment

S. No.	Room Space	Address	Desks	Price/month	Max. Persons	Notice of vacation	Air-conditioning
1.	Office 2	300 NIP	Per desk	Rs 5,300	1	15 days	N
			Unit of 5 desks	Rs. 23,600	5	2 months	N
2.	Cube-1- 7 desks	300NIP	Per desk	Rs 6400	1	15 days	Y
			Unit of 7 desks	Rs 32790	7	2 months	Y
3.	Cube-2 -6 desks	300 NIP	Per desk	Rs 5300	1	15 days	N
			Unit of 6 desks	Rs 28250	6	2 months	N
4.	Cube-3 -6 desks	300 NIP	Per desk	Rs 5300	1	15 days	N
			Unit of 6 desks	Rs 28250	6	2 months	
5.	Cube-4 -6 desks	300 NIP	Per desk	Rs 5300	1	15 days	N
			Unit of 6 desks	Rs 28250	6	2 months	
6.	B4A- 16 desks	600 NIP	Per desk	Rs 6900	1	15 days	Y
			Unit of 9 desks	Rs 49650	9	2 months	Y
			Unit of 7 desks	Rs 41000	7	2 months	Y
7.	Office 5	600 NIP (Sky Deck)	Per desk	Rs 6400	1	15 days	Y
			Unit of 7 desks	Rs 44350	7	2 months	Y
8.	Office 6	600 NIP (Sky Deck)	Per desk	Rs 6400	1	15 days	Y
			Unit of 7 desks	Rs 44350	7	2 months	Y
9.	F4 & F5- 3 Desks	750 NIP	1 Desk	Rs. 5300	1	15 days	N
			1 small Desk	Rs 2350	1	15 days	N
			Entire Room (2 desks + one extra small Desk)	Rs. 12750	3	1 month	N
10.	BD-4- 11 desks	900 NIP	Per desk	Rs 6900	1	15 days	Y
			Unit of 11 desks	Rs 68200	11	2 months	Y
11.	BD-6- 8 desks	900 NIP	Per desk	Rs 6900	1	15 days	Y
			Unit of 8 desks	Rs 49700	7	2 months	Y

**Additional Benefits**

- Complimentary browsing and reading membership at VC library during the period of stay.

Note: Service tax and other taxes applicable at the prevailing rate shall in addition to the above.  
For standard discounts, please visit <http://www.venturecenter.co.in/discounts.php>

**IMPORTANT:**

- Please note that with effect from 1<sup>st</sup> April 2014, all new subscribers (and those seeking extension to existing contracts) to resident services (Lab, Office, Hot desk) will be required to compulsorily subscribe to the Address Service.
- This will allow all residents to use the 100, NCL Innovation Park address as their communication address and use the services of the Reception to receive mail/courier/ guests.
- Residents will receive the following discounts for the use of the Address Service:
  - 100% discount on the Brand Fee
  - Residents do not have to pay for the AIP component of the fee.

**Access to meeting rooms for residents:**

1. All resident incubatees have free access to at least one meeting room out of all the meeting rooms mentioned below on first-come-first-serve booking basis:
  - a. Access to Brainstorming Room at 300 NIP (6 seater, non-AC)
  - b. Access to Garden Meeting Room at 600 NIP (10 seater, non-AC)
2. Residents will be eligible for limited free usage of the Board Room at 200 NIP based on their occupancy as follows:

Number of subscribed seats/ allowed occupancy	Number of hours per month of Board Room
1	2
2-5	4
6-10	6
11-20	8
>20	10

3. Furthermore, residents can book other meeting rooms on a need basis against discounted charges:
  - a. Board Room at 200 NIP beyond free usage
  - b. Conference Room at 900 NIP
  - c. Sky Deck Discussion Meeting Room, Sky Deck, 600 NIP