



Incubator Client Space-Services Agreement

This Incubator Client Space-Services Agreement (hereinafter the "Agreement") is entered by and between City of Reedsburg-Community Development Authority Employees (hereinafter "Incubator Manager") and _____, (hereinafter the "Client"). The purpose of the Agreement is to describe the space, services and assistance that the Incubator Manager will provide to the Client.

Recitals

It is the purpose of the Incubator Manager to foster economic development within the City of Reedsburg and to promote small business development by supporting the formation and growth of new companies that will commercially develop new products and services and create new job opportunities.

The Client has applied for and has been granted acceptance to the program in the Incubator on _____ the basis of suitability of the Client for the services and resources of the Incubator Manager in contributing to the growth and success of the Client in conjunction with the economic development purposes.

In furtherance of said purpose, the Client wishes to obtain from the Incubator the services specified in this Agreement, on the terms and conditions set forth in this Agreement.

Therefore, per the execution of this Agreement on this date, _____, 20___, the Client, _____, and the Incubator Manager do now officially enter into this Client Space-Services Agreement, which shall remain valid for a period of 12 months.

Incubator Space Services – Lease Reimbursement

The Incubator Manager hereby agrees to provide the best efforts at all times, to supply the following support to the client as part of this Agreement.

"Monthly Reimbursement Support (In The Rear) @ _____ Hundred Dollars
a month for a period of twelve months
beginning _____, 20 ___ and ending _____, 20___ "

Calculation: Square Footage of space X Average Downtown Square Footage price (\$5.00, \$6.00)
All reimbursement shall be in the rears and must be requested following the month of service. The Incubator Manager reserves the right to adjust the reimbursement to meet the goals of the Incubator program.

Incubator Space Services – Business Plan Writing Assistance

"On a case by case basis the Community Development Authority may assist with Funding for a startup business developing a "Business Plan" @ one time price of ___TBD___ Dollars with SCORE or UNIVERSITY EXTENSION.

Client Requirements

All Incubator Clients will be required to meet with the Incubator Manager on a quarterly basis to measure progress toward their program milestones, to review financial statements, and to examine growth opportunities. This process includes, but is not limited to:

- 1. Review of completed business/strategic plan within 6 months of acceptance.

2. Visit with key individuals in the first 6 months of tenancy to understand the community and identify potential assisting support from the City.
3. Comparison of actual performance to goals.
4. Discuss future needs.

Termination.

Termination without Cause. Incubator Manager may terminate this Lease upon thirty (30) days prior to written notice to CLIENT. After the Initial Term, either party may terminate this Lease upon thirty (30) days prior to written notice to the other party.

Termination for Cause. Either party may terminate this Lease at any time for “cause”. Termination for cause by Incubator Manager shall include termination resulting from any act or omission of Client that constitutes a material breach by CLIENT of its obligations under this Lease, including any breach of CLIENT’s obligation to meet with the Incubator Manager. Termination for cause by CLIENT means termination resulting from any act of omission of LESSOR that constitutes a material breach of the space-service Lease, and LESSOR fails to cure such breach within thirty (30) calendar days after CLIENT is given written notice of such breach.

Legal Disclaimers

The Client, by signing below, agrees to defend, indemnify, and hold harmless the City of Reedsburg, Incubator Manager, its members, employees, directors, officers, agents, and representatives from all costs, expenses (including attorney’s fees), liabilities, obligations, damages, and claims (including any claims for injury to the person or property of any other clients of the Incubator Manager and claims by any governmental authority) arising, directly or indirectly, from the negligence, misconduct, or breach of any provision of this Agreement by Client or by any other person participating in or using the Incubator’s programs or space, services by the express or implied invitation of the Client. I expressly agree to participate in group and individual activities such as, but not limited to, workshops, seminars, educational sessions, and meetings as determined by Incubator Manager and as reasonably scheduled in advance.

I also agree to interact with other clients of the Incubator Manager in non-competing companies by participating in group discussions in focus meetings and providing collegial support from time to time and feedback to increase the public’s knowledge to make the Incubator Program successful. I also agree to participate in the other Client space services, and allow photos and images of my business for local and regional advertising. I understand that my relationship with the Incubator Manager does not create or imply a partnership agreement and that this Agreement is not an implied reason for business success.

Client Signature

Date

 Incubator Manager Signature

 Date

The City of Reedsburg is not a full-service Incubator Program. We strive to be able to help as much as possible for startup businesses.

TOP 15 Services that all top-performing incubators provide include:

<ul style="list-style-type: none"> • Assistance with business basics • Networking activities • Marketing assistance • Accounting and financial management • Specialized equipment • High-speed internet access • Access to venture capitalists, business angels, mentors and strategic partner linkages 	<ul style="list-style-type: none"> • Help with raising bank finance, grants, seed and venture capital • Shared administrative or office services • Links to higher educational institution • Comprehensive business training • Presentation skills training • Shadow advisory boards or mentors • E-commerce assistance • Human resource training
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Top 15 Business Incubation Program Services

worldbusinessincubationacordpress.com, Business Incubation Blog, Author Vasily Ryzhonkov