

<p>BIKE PARK ACCESS PROTOCOL WORLD TRADE CENTER BARCELONA - BICYPARK</p>
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Objective

The purpose of these regulations is to define the use of the basement bike park for World Trade Center Barcelona tenants.

Access to the bike park

Access to the space is via the access ramp to the World Trade Center Barcelona car park. Access is granted by means of a mobile phone.

Entry to and exit from the car park must be on foot (with the bicycle on one side). Under no circumstances may the bicycle be pedalled or ridden inside the facility.

Bike park opening hours

The stipulated opening hours of the bike park are 24 hours / 365 days a year.

Access to the bike park service

Tenants wishing to use the bike park facilities should send a request to aparcament@wtcbarcelona.es.

Cost of the service

The cost of the service is **15 euros per month (VAT included)**.

Terms of use

- Bicycles may be mechanical or electric. No other type of vehicle may be parked unless the management team accepts a variant on an exceptional basis, subject to prior notification and request by the user.
- Security will issue an identification badge that the user must place visibly on the bicycle to identify it as an authorised vehicle. This identification may be placed on the lock or security chain.
- The user may register only one bicycle as authorised. Under no circumstances may the user transfer or sublet the allocated space to another user (and they are the only person who may use it).
- The spaces may not be used for any purpose other than that specified in the contract.
- The user must park their bicycle correctly, so that it does not occupy or impinge upon more than one parking space, always permitting other bicycles to park around it.
- The user undertakes to leave the space in perfect working order after each use.
- The user undertakes to keep their bicycle visually identified while it is parked in the space by means of the identification provided by the owner.
- The user must secure their bicycle, within the delimited area, using a chain or similar security element.

Rules in case of incidents, loss of padlock or abandonment

- In the event of having to break the lock with which a bicycle is chained up, the user must present documentation proving ownership of the bicycle by means of the completed and signed document in ANNEX I and a valid ID card (DNI/NIE).
- WTCB shall not be liable for any damage to or loss of easily removable accessories, bags or mobile parts of the bicycle that are not protected by a security lock or similar.
- In the event of non-payment of the fee, if within a maximum period of **three** working months from the notification, the bicycle has not been removed or claimed, it will be understood as an express and manifest wish to abandon the bicycle, renouncing its ownership by its owner, and of total cession of it to the assignee, so that they may proceed to recycle it or put it to the use they consider most appropriate.
- Any bicycle that is not correctly identified may be removed immediately and will be considered abandoned. It shall be understood that the supposed owner relinquishes ownership, leaving it at the disposal of the assignee so that they can recycle it or use it for whatever use they consider most appropriate.

- In the event of any incident caused and/or suffered, one must contact the Customer Service Point (pac@wtcbarcelona.es) within twenty-four hours (24 h) from the time it occurred, filling out the incident report attached as ANNEX II.

Rules of conduct

- It is not permitted to wear headphones that impair the user's attention.
- No stunts and/or acrobatic manoeuvres are allowed inside the complex.
- It is not permitted to carry passengers and/or loads that may affect the balance of the bicycle.
- It is forbidden to ride the bicycle inside the building.
- It is not permitted to leave the bicycle outside the established places, such as access points, handrails, etc.
- Smoking is prohibited in the bike park.

Failure to comply with any of these conditions of use, as well as any other provision contained in this document, will entitle the property owner to cancel the service **immediately**, and the user will be prohibited from using it further.

ANNEX I

CHARACTERISTICS OF THE USER'S BICYCLE

(to be submitted to Security when accreditation is granted)

<ul style="list-style-type: none">• Manufacturer and model: Note manufacturer and model.
<ul style="list-style-type: none">• Colour: Note the colour(s) of the bicycle.
<ul style="list-style-type: none">• Description: Enter a detailed description of the bicycle.
<ul style="list-style-type: none">• Photograph (jpg): Actual photograph of the bicycle and lock (catalogue photos are not accepted).
<ul style="list-style-type: none">• Chassis number of the bicycle: This is usually engraved on the bottom bracket of the bicycle; on some models it can also be found on the front, engraved on the handlebars. On very old models there is no chassis number; in this case, we recommend that you state that there is no chassis number.

Barcelona, of 20.....

NAME AND SURNAME:

SIGNATURE:

ANNEX II

INCIDENT REPORT FORM (MODEL)

(a copy should be sent to Security at the time of the incident)

<ul style="list-style-type: none">• User code:• Date of the incident:• Time of the incident:• Location:
<ul style="list-style-type: none">• Personal damage:
<ul style="list-style-type: none">• Material damage:
<ul style="list-style-type: none">• Witnesses (name, address, telephone number):
<ul style="list-style-type: none">• Insurance details of vehicle A (if applicable):
<ul style="list-style-type: none">• Insurance details of vehicle B (if applicable):
<ul style="list-style-type: none">• CIRCUMSTANCES (description):
<ul style="list-style-type: none">• REMARKS
<ul style="list-style-type: none">• PHOTOGRAPHS

Signature vehicle A

Signature vehicle B