
Annex 1

KADAKA HUB HOUSE RULES

AS OF 13.03.2025

Address: Mäealuse 9, Tallinn

Name of the Building: Kadaka HUB Hostel

Accommodation service provider: Kadaka HUB OÜ

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1. GENERAL PROVISIONS

Purpose	Establishment of uniform norms and rules of conduct for the Clients and users of the Hostel. These House Rules constitute an integral part of the contract of provision of accommodation service.
Validity	The House Rules shall apply to all persons who use the Hostel. The Clients using the accommodation service shall ensure that the co-users and guests of the Hostel room also comply with the House Rules.
Solving of the issues that may arise	In contractual matters, any issues that may arise shall be solved via contact persons specified in the contract of provision of accommodation service.

2. ACCESS TO HOSTEL, SECURITY ARRANGEMENT, MAILBOXES

Access systems	<p>The main entrance of Kadaka Hub building is closed and clients' access to the accommodation rooms is organised via smart lock, located by the main entrance.</p> <p>The clients can open the door of the Hostel and their room by using the personal access code issued.</p> <p>All access codes issued to the client are personalised and meant to be used only by that person, giving the code to a third person is not allowed. Upon breach, Kadaka Hub has the right to claim penalty up to 100 euros per each case.</p> <p>The Client must notify the house manager immediately, if the Client forgets the code. If the Client forgets the code and the access must then be organised by a maintenance company, the Client must pay a service fee in the amount of 50 euros.</p> <p>If there are any problems with the access system, please turn to the house manager.</p>
General security equipment	Kadaka Hub shall ensure general security equipment, which does include the Client's property or the accommodation rooms individually.
Manned guard	There is no manned guard in the Hostel.
Mailbox	The Client has the right to use a mailbox numbered in accordance with the Client's accommodation room's number. The mailboxes are with magnetic closures and without a key. Kadaka Hub is not responsible for the safety of the mailboxes.

3. USING ACCOMMODATION ROOMS

Client's furniture	<p>It is not allowed to install your own furniture in the accommodation without a written consent of Kadaka HUB.</p> <p>If the Client install removable interior design elements of the wall (such as painting, posters), the Client is obliged to compensate to Kadaka Hub any costs and damages related to the removal of them and liquidation of damages.</p>
Keeping clean	<p>The Client must maintain cleanliness in the accommodation room and in the Hostel, including common areas in the building and outdoors after using them.</p> <p>The Client must follow the maintenance rules of the accommodation room and the common areas, of which the Client has been notified of.</p> <p>Upon check-out, the accommodation room must be returned clean. The Client guarantees that by the time of term or termination of the Contract, the room is cleaned and all the items brought to the room by the Client (incl. waste, food, interior design elements etc) are eliminated from Room.</p> <p>In addition to the Client, Kadaka HUB performs final cleaning of the Room as well and the Client is charged for the room cleaning fee of 50 euros, which is deducted from the Client's deposit.</p> <p>This fee covers the cost of a thorough general cleaning after the Client's departure, ensuring professional cleanliness and order that Clients themselves may not be able to achieve.</p> <p>If the Room is uncleaned, Kadaka HUB has the right to apply penalty in the amount up to 100 euros and claim damages exceeding the penalty, which shall be deducted from the Deposit to be returned to the Client.</p> <p>The Client must follow the following cleaning instructions:</p> <ul style="list-style-type: none"> - Once a month, the drain ladder in the shower room must be cleaned using the unclogging product, such as "Torusil" or other similar product. Unclogging products must also be used when cleaning bathroom or kitchen sink pipes. - Before leaving the shower room, please dry your feet, because wet footmarks and water on the floor may damage the floor material and leave permanent damage. Excessively we floor cleaning must also be avoided. - When cleaning metal, chrome, ceramic surfaces, specific products must be used to avoid damage of the surfaces. - The worktop, kitchen surface, kitchen back wall (especially behind the hob) must be regularly cleaned of grease and food residues. - The refrigerator must be cleaned upon necessity and also regularly to prevent spoiled food from being stored in the refrigerator and forming of mould and dirt.

	<ul style="list-style-type: none"> - Avoid soiling mattresses, including by using mattress protectors on mattresses to prevent damage beyond normal mattress wear (holes, tears, stains and other contaminants that require dry cleaning), if after the end of the contract the mattress needs to be dry cleaned or replaced Kadaka HUB has the right to demand compensation for the cost of dry cleaning or replacement of the mattress (up to 100 euros, which is deducted from the deposit returned to the Client).
Silent hours	<p>Silent hours are from 22:00 to 08:00, and on nights preceding official day offs, from 00:00 to 08:00. During silent hours, please keep the silence.</p> <p>It is not allowed to disturb other persons staying at the Hostel (make noise, play loud music, keep noisy domestic animals or disturb the peace of other clients in any other way).</p> <p>Kadaka HUB has the right to apply penalty in the amount up to 500 euros per case for violating the rules.</p>
Having guests	<p>The Client may have guests only if their activities do not disturb other people in the Hostel. The Client is liable for its guest as for itself, including for the actions of these persons in using the Room, Common Areas, Building and/or outer territory and the Client shall ensure, that the guests follow the House Rules.</p>
Organising parties and events	<p>Organising of parties or any kind of events in the Rooms that may disturb other guests or clients of the Hostel, is not allowed. There is a lounge in the Hostel, where organising events is possible in accordance with the House Rules.</p>
Business conduct	<p>The Client is not allowed to use the accommodation room for anything else but accommodation. Using the rooms for the purpose of business or commercial activities or using the address of the room as a company's registered address, is not allowed without a prior written permission from Kadaka Hub.</p>
Alcohol consumption	<p>Alcohol consumption in the common areas of the Hostel is not allowed from 22:00 to 06:00, and on nights preceding official day offs, from 00:00 to 07:00.</p> <p>It is not allowed to move around the Hostel territory and disturb other persons when drunk or under the influence of narcotic substances.</p> <p>Upon breach of the rules, Kadaka Hub has the right to claim penalty in the amount of up to 500 euros per each case.</p>
Smoking	<p>Smoking in the accommodation rooms and Hostel is strictly forbidden (incl. e-cigarettes and water pipes). This prohibition includes also balconies and other outer areas. Smoking is allowed only on specifically designated areas, which are marked accordingly.</p> <p>Upon breach of the rules, Kadaka Hub has the right to claim penalty in the amount of up to 500 euros per each case.</p>

Domestic animals	<p>Well behaving and small domestic animals are allowed in the accommodation rooms.</p> <p>Larger domestic animals (e.g. cats and dogs) and other pets are also allowed, but their stay must be registered when booking a room. If the pet disturbs other clients (e.g. dogs barking during night time, other sounds or smells), the Client must do everything possible to stop the disturbance, however in case the disturbance continues, Kadaka Hub shall consider it as a breach of the House Rules and Kadaka Hub has the right to terminate the contract.</p>
Maximum capacity of the rooms	<p>A maximum number of clients for the rooms has been established by Kadaka Hub, which can be found on the Hostel website in the room detailed view.</p>
Noise Silent hours	<p>Making noise or any kind of loud sounds in the Hostel and in the accommodation rooms is not allowed, silent hours are from 22:00 to 06:00, and on nights preceding official day offs, from 00:00 to 07:00. Kadaka Hub expects that all the clients and guests respect the silent hours.</p>
Vandalism and damage	<p>It is strictly forbidden to damage or destroy the Hostel rooms and the items in them. The rooms must be returned in the same condition they were upon check-in.</p> <p>If, upon the check-in, the client notices any damage or other material defects or non-working appliances in the Room, the Client is obliged to notify Kadaka HUB thereof immediately (presumably during the same day).</p> <p>Upon damage or destruction of the Hostel rooms or items in them, Kadaka Hub has the right to claim penalty up to the amount up to 500 euros and also claim damages exceeding the penalty.</p>
Laundromat	<p>When using the laundromat, the rules for using the laundromat and the rules for using washing machines and dryers in each washroom must be followed.</p>
Lounge	<p>The lounge is designated to used only by the persons staying in the Hostel. The lounge must be used prudently, be kept clean and tidied up after using it.</p> <p>When leaving the lounge, the TV must be turned off.</p> <p>The use of a refrigerator in the lounge room for long-term storage of food is not allowed. Food left in the refrigerator will be thrown away during daily cleaning.</p> <p>The dishwasher is not intended for daily washing of personal dishes. The dishwasher can be used after special events that take place in the lounge. When washing dishes, please use your own dish detergent. Kitchenware left in the dishwasher will be thrown away during cleaning.</p> <p>If the client lends a book from the bookshelf, it must be returned before check-out, but we consider it to be a good practice if the book is returned straight after finishing reading it, so the other clients can enjoy the bookshelf.</p>

	<p>All furniture and items in the lounge belong to Kadaka Hub and it is not allowed to relocate or remove them.</p> <p>The rest room is not intended for 24/7 use, you cannot spend the night or sleep in it, the area must be open, usable and accessible to all Clients, and the interests of other Clients must be taken into account when using it.</p>
Outdoor area	<p>The outdoor area is designated to be used by all persons staying in the Hostel.</p> <p>After using the picnic table, the area must be cleaned and garbage disposed, so other clients can use it comfortably as well.</p> <p>When consuming alcohol in the picnic area, House Rules must be followed.</p> <p>Smoking is allowed only on designated area.</p> <p>Outdoor area is open every day from 08:00 to 22:00.</p> <p>While using the outdoor area, you should be polite, not to disturb other clients, not to make excessive noise or any loud sounds (e.g. loud music)</p>
Outdoor gym	<p>Outdoor gym equipment is designated to be used by all persons staying in the Hostel.</p> <p>When using the gym equipment, safety instruction must be followed.</p> <p>If the client discovers that the equipment does not work or is damaged, house manager must be notified immediately.</p>

4. PARKING ARRANGEMENT

Parking and parking arrangements	<p>The client has the right to use parking spaces in accordance with the provisions agreed in the contract for provision of accommodation service. When parking, please observe the marked parking arrangement and park your vehicle on a space designated for parking.</p> <p>To open the gate barrier, the mobile phone number of the Client who ordered the parking is linked to the smart lock system and the mobile phone number, to which the barrier opens, is sent to the Client. The gate barrier only opens between check-in and check-out times.</p> <p>The parking spaces are not individualised and the Client can park on a free parking space.</p> <p>Parking regular cars on the spaces designated for electric cars is not allowed. If charging of the electric car is finished, the Client must repark the car to another regular parking space.</p> <p>It is forbidden to park the vehicles outside of spaces designated for parking or store other equipment/materials in the parking area.</p> <p>It is forbidden to perform car maintenance and repair works, collecting and storing waste and other items (incl. e.g. winter tyres) in the parking area, as well as other activities that do not comply with the purpose of use of the parking area.</p>
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	For the purpose of organizing and managing the parking spaces, Kadaka Hub has the right to use a parking management service, which, inter alia, has the right to impose penalty or tow the vehicles if the parking rules are not followed.
Parking bicycles	Bicycles can be parked only in areas where bike racks are installed.
Parking motorcycles	Motorcycles, motor scooters and mopeds can be parked only in case the Client has order the parking space as an additional service, and only on designated areas.

5. FIRE SAFETY. CONSEQUENCES FOR STARTING THE SMOKE DETECTOR

Emergency situation	<p>Immediately notify the Alarm Centre by calling 112 and then the police and the house manager.</p> <p>Plan of action in case of fire and evacuation and fire safety reminder is installed on every accommodation room door.</p>
Ensuring safety fire	<p>To ensure fire safety, one must be careful when handling fire, follow the requirements established in legal acts and avoid any emergency situations.</p> <p>Before leaving the room, the Client must check that the equipment which are potentially fire hazard, are turned off after use (iron, hob etc).</p> <p>To ensure safety, the Client must regularly check the condition of the electrical and electronical equipment. Not working, broken, misused equipment may put the users' life in danger. The Client is responsible for leaving any electrical or electronical equipment unattended. Kadaka Hub is in no case responsible for consequences of the aforesaid events.</p> <p>It is not allowed to do electrical works independently. If the Client has problems with electrical system, house manager must be contacted.</p> <p>Using open fire for grilling on the balcony is not allowed, using open fire in the accommodation room or Common area is also not allowed.</p> <p>Leaving the room while cooking (using hob or microwave over) is strictly forbidden. Using extraction hood while using the hob is obligatory!</p> <p>According to the requirements of the property, each room has smoke detectors with an audible siren, and when the detector is activated, an alarm message is automatically transmitted to the Rescue Board and a rescue car arrives at the scene. When the siren starts in the room, the sound sirens will start working in the whole building, including the rooms of other Clients!</p> <p>Kadaka Hub has the right to claim penalty up to 500 euros for each case for starting the smoke detector in the premises, eliminating the smoke detector, or covering the smoke detector and therefore causing a false alarm.</p>

Awareness of action in the event of fire	<p>The Client has been given a plan of action in the event of fire with schemes, The Client ensures introduction of the plan to the persons the Client is responsible in the Hostel, and ensures following its requirements.</p> <p>The Client and Kadaka Hub are obligated to apply measures which prevent fire and prevent from activities which may cause fire. Using open fire in the Hostel is prohibited.</p> <p>Kadaka Hub ensures required condition of the evacuation routes.</p> <p>It is not allowed to leave items on the moving routes and corridors which may hinder Rescue Board's access to the Hostel and accommodation rooms.</p>
Fire extinguishers	<p>Kadaka HUB has equipped the Hostel with appropriate fire safety installations (installations intended for detection of fire, prevention of fire and smoke from spreading, evacuation and ensuring the safety of rescue teams and basic fire extinguishing equipment).</p> <p>The Client shall take primary measures to prevent the fire from spreading and to extinguish the fire (uses fire extinguisher).</p>

6. PROCEDURE IN CASE OF FAILURES, ACCIDENTS

Forwarding information	<p>The Client forwards information to Kadaka Hub regarding defects, failures, accidents invoices or other problems through the Bidrento Tenant application, for which we will send a separate invitation. Once the Client has received the invitation, he or she can register as a Bidrento user and log in to the app. The Bidrento Tenant app is available for both Android and Apple phone users. The same information is also available online: https://tenant.bidrento.com/</p> <p>Using the application, the Customer can conveniently and promptly report defects, failures, accidents and other problems or works requiring maintenance, as well as request additional services and view their invoices, request the extension or termination of the contract.</p> <p>In case of questions requiring a quick response, the house manager must be informed immediately +372 58 888 600 (weekdays 9:00 - 17:00) or by e-mail haldus@kadakahub.ee . In case of problems with the door code outside working hours (weekdays from 17:00 to 09:00) and on weekends, please call the emergency number 1552.</p> <p>In the event of any other EMERGENCY (urgent accident), in addition please notify the dispatcher 24/7 by phone: 1552 or by e-mail 1552@pristis.ee .</p> <p>If the dispatcher line is busy, then the so-called "call robot" will answer your call. The robot will respond in Estonian, in this case you can leave a message to the robot or you can wait a while and call again until you connect to the dispatcher.</p> <p>Another urgent accident is, for example, a breakdown and flood of plumbing (heating, water and sewerage), failure of the electronic access system of a building, loss of hot water or heating in an apartment, etc.</p>
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	<p>The notification must include the following information:</p> <ul style="list-style-type: none"> • Exact location of the problem (e.g.: floor and room) • Description of the problem • The name and phone number of the person providing the information (preferably mobile phone) <p>House manager (phone no. +372 58 888 600) is the primary contact person for the Client. If the phone is not answered, it is necessary to contact the accommodation manager via phone: +372 555 82 105.</p>
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7. REPAIR WORKS, TECHNICAL SYSTEMS

Repair works	<p>Repair works by the Client in the accommodation rooms is forbidden, please also see clause 5 of the Contract (terms for using the rooms).</p> <p>If Kadaka Hub must carry out maintenance or repair works in the accommodation room or Common areas, and works are caused by liquidation of defects and damages out of the scope of normal wear and tear or by other activities by the Client, then Kadaka Hub has the right to submit and invoice to the Client for performing the works based on the following price list:</p> <ul style="list-style-type: none"> - Administration fee – 50 euros per each case - Contractors' fee in accordance with factual time used – 40 euros per h + VAT - Upon replacement of a product – cost of the product - Upon replacement of a product – its' transport fee - Upon large products also the fee for utilisation of the damaged product <p>Kadaka HUB is not obliged to present to the Client any base documents of incurred costs.</p>
Use of utility systems	<p>It is forbidden to pour corrosive liquids, potentially clogging food waste or any other solid substances into the sewer system. It is forbidden to throw non-soluble paper products (e.g. paper towels) and sanitary towels into the sewer system. The costs for eliminating clogging or other damage caused by throwing the aforesaid items in the sewer system is covered by the person causing the accident.</p> <p>It is forbidden to block any folding smoke extraction valves, doors and hatches.</p> <p>Use of any additional heaters and other equipment with high energy consumption and adjustment of utility systems is permitted only by written consent of Kadaka Hub.</p>
Using elevators	<p>Elevators shall be used in accordance with the instructions of use provided in the elevators, it is forbidden to use elevators for transporting large and heavy objects.</p>

8. HOSTEL MAINTENANCE RULES

General Rules	<p>All the users of the Hostel are required to adhere to good practice, act prudently and in accordance with the Contract and the House Rules.</p> <p>The Client must keep the Hostel and the accommodation rooms clean and to to cause any damage to the Hostel or to the property of the persons staying in the Hostel or other persons.</p> <p>It is forbidden to litter Common areas and obstruct free movement as well as storing goods, items, etc. in Common areas.</p> <p>The Client must always close the door behind him/her.</p>
Waste	<p>Waste management and waste handling shall be performed in accordance with the valid waste management regulations of the city of Tallinn and requirements provided by law.</p> <p>Waste shall be collected only at the places intended for that purpose (waste sorting containers) and in appropriate waste room.</p> <p>It is strictly forbidden to dispose of waste in containers not intended for this purpose. For example, it is forbidden to dispose of household waste in a bio-waste container. If the wrong waste goes into the container, the waste collection company will not empty the container, but will charge for the call. An increase in garbage collection bills may affect the amount of fixed utility costs in the future.</p> <p>It is forbidden to place in or near the waste sorting containers any large items, hazardous waste, electronic waste and other waste (incl. batteries, chemicals, medicinal products) that have no designated collection point in the Hostel. Creation of such waste and the need for its handling shall be immediately communicated to Kadaka Hub, who shall arrange their removal according to a separate agreement.</p>

9. ENVIRONMENTAL SUSTAINABILITY

Electricity	<p>To save electricity, turn off the lights when leaving the room.</p> <p>For the purposes of saving energy, it is recommended to switch off the electronic equipment, incl. for example turning off the computers.</p>
Water	<p>Water must be used economically and adjust the consumption habits if necessary.</p> <p>It is prohibited to leave the room so that the tap water or the water in the toilet is running.</p>
Paper	<p>Paper must be used economically and purposefully.</p>

