



## LAUREN'S LOUNGE

### RENTAL RULES

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There is a private entrance to enter Lauren's Lounge on Fountain Avenue with a lock box on the door, the current code is 1907. This code is temporary and is changed after every event. Please be aware of the No Trespassing areas (residents parking & private gym) notated on the diagram. Please do not leave entrance door open as the noise disrupts residents.

Site Decorations are NOT allowed to be secured by nails, screws, staples or penetrating items on our walls, furniture, &/or fine wood. No confetti and/or party poppers are allowed to be used. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, the deposit will be held.

Lauren's Lounge is a smoke-free facility and equipped with fire sprinklers. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building. There is no open flame or frying allowed on site or any cooking that will create a large amount of smoke as our facility is not ventilated. Any guests violating the smoking restrictions will be asked to leave the premises immediately.

**There is no parking on site, all spots are reserved**, and cars will be towed at the owner's expense. Please park behind the movie theater or the street parking has time limits on parking, please obey the parking signs. See **parking diagram**.

The **rental checkout list** needs to be completely and emailed to [jerica@montereycapital.net](mailto:jerica@montereycapital.net) no later than noon the following day of your event in order to receive your refund.

There is a trash room in the back of the building to use for cleaning up after your event. Please obey all recycling rules. A diagram is being provided to show how to access. There is a lock box on the door, the current code is 2901. This code is temporary and is changed after every event.

- If you have chosen to have us clean up after your event, all trash must be collected, properly bagged, and removed by the renter or the caterer and the furniture must be rearranged. All rental equipment must be removed that night unless approved otherwise by Monterey Capital, LLC.
- If you have chosen the self-cleaning option and would like to receive your full refund, please make sure to bring cleaning supplies, cleaning towels, a vacuum, and a broom/mop. You are required to return the space to the same clean condition in which it was found.

Client Initials: \_\_\_\_\_ Date \_\_\_\_\_

**Enjoy your time in Lauren's Lounge!**