



LAUREN'S LOUNGE RENTAL AGREEMENT AND CONTRACT

Agreement made on _____, 20____, by and between Monterey Capital, LLC and _____, referred to as "Client". The client and Monterey Capital, LLC agrees to the private rental use of Lauren's Lounge located in the Holman Building at 542 Lighthouse Ave, Pacific Grove, CA 93950 with the following terms and conditions:

Date of Event: _____
Type of Event: _____

Set-up starting at: _____
Event starting at: _____
Event ending at: _____
Clean-up ending at: _____
Total Hours: _____
Number expected: _____

Client Name: _____,
Client Address : _____,
Client Phone: _____, Client Email: _____.

Lauren's Lounge is a 2,487 square feet space which accommodates up to 100 comfortably. Due to the historical age and nature of our building and its architectural features, accessibility, decorations, events, and hours of operations will be handled on case by case bases. All rental fees listed below are subject to change due to time of year, number of attendees, and hours of events.

- A signed contract and date-hold deposit of ½ the total fee is due on day of booking.
- The balance of your space rental fee is due ten days (10) days prior to your event.

Cancellation: Deposit is non-refundable. No refunds of the space rental fees, as your agreement to rent Lauren's Lounge may cause the loss of additional bookings or business. If circumstances beyond the control of Monterey Capital, LLC force us to cancel your reservation, Monterey Capital, LLC will refund all sums paid. If the full rental payment is not received 10 days prior to your event, Monterey Capital, LLC reserves the right to cancel your reservation without a deposit refund.

Payments should be made to Monterey Capital, LLC (Cash and Checks are accepted) Please Mail Payments to:

Monterey Capital, LLC
7667 Vickers Street
San Diego, CA 92111

~ Venmo is also an accepted form of payment: @Jerica-Loucas

Client Initials: _____ **Date:** _____

Rental Rates

(All rental fees listed below are subject to change due to time of year, number of attendees, or at the discretion of Monterey Capital, LLC.) The rental rate includes a \$200 cleaning fee for us to clean up after your event. An additional \$200 refundable security deposit is required and returned after the checkout procedure is approved by our cleaning crew and the checkout sheet is received. Please check the box below to indicate the number of people you will have at your event.

Lauren's Lounge Rental (Monday - Sunday 9:00am - 11:00pm):

~Due to city noise ordinances and out of respect for the Holman Building residents loud music and/or DJ's volume must be lowered by 10:00pm.

Check the Box(es) that apply:

_____ \$850 (25 people & under)

_____ \$1,200 (26 - 50 people)

_____ \$1,550 (51 - 75 people)

_____ \$1,800 (over 76 people)

* All prices above include the \$200 after event cleaning fee

Total Fees Due for Events

0-25 people ~ Event Price = \$1,050 (\$200 refundable security deposit after inspection of space)

26-50 people ~ Event Price = \$1,400 (\$200 refundable security deposit after inspection of space)

51-75 people ~ Event Price = \$1,750 (\$200 refundable security deposit after inspection of space)

76 + people ~ Event Price = \$2,000 (\$200 refundable security deposit after inspection of space)

TOTAL EVENT FEE: _____

DEPOSIT DUE: _____

Client Initials: _____ **Date:** _____

Please read the material below to make sure all parties understand the requirements of providing for everyone safety and keeping Lauren's Lounge maintained and a safe location for future use.

Deposit/Rental Fees:

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable unless Monterey Capital, LLC is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due ten (10) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Smoke-Free Facility:

Lauren's Lounge is a smoke-free facility. Although the building is equipped with fire sprinklers, the Lounge is located in a potentially flammable historic 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. No smoking in any restroom. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed. Any guests violating the smoking restrictions will be asked to leave the premises immediately.

Attorney fees:

In the event Monterey Capital, LLC retains the services of an attorney to represent its interests in regard to the lease or to bring an action for the recovery of damages or other charges, the Client agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Lost and Found:

Monterey Capital, LLC takes no responsibility for personal effects and possession left on premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 30 days. Every attempt will be made to return any recovered item to its rightful owner.

Catering, Cleaning, Trash and Equipment Removal:

Lauren's Lounge will be in a clean condition prior to your event. Upon additional planning with Monterey Capital, LLC, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space to the same clean condition in which it was found, unless payment for clean-up was made. Otherwise, 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.

Site Decoration:

Monterey Capital, LLC wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items should be used on our walls, furniture, &/or fine wood. No confetti, No glitter, & No 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.

Client Initials: _____ Date: _____

City, County, State and Federal Laws:

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises. This includes but is not limited to the city of Pacific Grove noise ordinance of loud music needing to be lowered by 10:00pm. This is a drug free and non-smoking facility at all times, NO EXCEPTIONS. Client shall not sell alcohol on premises at any time. Client may not serve alcohol to minors on the premises at any time. Client agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. Monterey Capital, LLC reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability of Lauren's Lounge or the safety of its residents, tenants, guests, or building contents.

Liability:

Renter agrees to indemnify, defend, and hold Monterey Capital, LLC, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client, its employees, and agents of alcoholic beverages at Monterey Capital, LLC.

Conduct:

There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Monterey Capital, LLC shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases no refund of the rental fee shall be made.

Client Initials: _____ **Date:** _____

Lauren's Lounge - Cleaning Checkout List

Event Date: _____

Renter Name: _____

Checkout Time: _____

#	Tasks	Checked		Comments
		Yes	No	
1	Take down all decorations			
2	Remove all rented furniture & put back rearranged furniture			
3	Empty all Lounge trash cans including bathroom into bags			
5	Turn off Heating &/or A/C unit			
6	Turn off Audio visual equipment			
7	Return theaters chairs to upright position			
8	Lock Secondary entrance door			
9	Lock Main entrance door			
10	Leave key in lockbox & close lockbox			

~ The checked boxes above & signature below verifies all checkout tasks have been completed unless otherwise noted in the comments section:

X

** This form needs to be completed and emailed to jerica@montereycapital.net no later than noon the day following your event in order to receive your refund!

LAUREN'S LOUNGE
HOLMAN