

## 2909 C-12 Oregon Court Renter Agreement & 'House Rules'

Aquinnah Clay & Associates DBA SpineSync  
2909 Oregon Court C12, Torrance CA 90503  
(310) 663-86902

Renter:

Renter's Home Address:

Renter's Cell phone number and email address:

Renter's Driver's License:

Renter's Insurance Carrier & Policy#:

Rental Date:

Rental Time:

1. The property will be clean and available for your reservation. We cannot accommodate early drop-off and storage of your supplies unless arranged prior to accepting the reservation plus a fee. Late arrival requires an ETA reported to the Site Rep. If an ETA is not provided, the renter may not have immediate access to enter the property and Check-In may be delayed. In the event of a late Check-In the renter does not receive credit for those hours.
2. Renter must complete a Check-In with the Site Rep prior to setting up their event. Only the renter can Check-In with the site rep. No one may enter the property until the Check-In is completed.
3. Renter must complete a Check-Out with the Site Rep prior to property exit at termination of the rental. Only the renter can Check-Out with the site rep. Check-out may include taking photos of damage, unclean areas, and persons.
4. Renter must clean up and exit the property on time. Cleaning includes restoring the rented space to its original condition upon Check-In, 'ready for the next rental.'
5. Renter must pop all balloons indoors, and no loud noises are permitted outdoors in the common areas.
6. Renter must mop the floor using a spray mop and not a bucket mop. Renter may opt to pay \$75 floor cleaning fee at any time. The wood floor is not waterproof. The floor must be dry at Check-Out.
7. Late exit is charged at 1.5 times the rented rate per minute. Late exit also forfeits the 'House Rules' deposit in full.
8. Powder room toilet & hand paper is provided. Let us know if you need refills.
9. Remove all indoor and parking lot waste to the collection bins at the rear of the property parking area upon exiting the property. Renter is responsible for all guest waste left in the parking lot.
10. The front door must remain closed at all times. If the door is left open, the AC or heat will be turned off for the remainder of the rented period. The room temperature is managed by the Site Rep.
11. The sinks have a 2.5 gallon hot water tank each. If you run out of hot water, wait 10 minutes.
12. The freezer is not available at this time. Ice should be kept in your accessory cooler (not provided.)

13. Kitchen items may not be used by the renter, except the frig and microwave.
14. There is no cooking permitted on the property (including indoor grills.) No cooking is permitted outdoors. Food trucks are not permitted.
15. Keep a safe distance from the mirrors, do not lean on or touch them. Do not stick anything on them. Mirror must be clean at Check-Out.
16. Guests may not eat, smoke or linger outdoors at any time, including after Check-Out, and must immediately exit the Business Park.
17. The stairs and second floor are off limits. Do not occupy the stairs for any reason.
18. Renter's tables and chairs must have protective caps on the feet and legs to protect the floors. No unprotected tables and chairs are permitted. We rent rectangular tables and chairs with protected feet and legs.
19. The Site Rep will be on site during your event in case you have any questions or problems. The Site Rep will have full access to every part of the rented property at all times during an emergency, and with discretion otherwise.
20. Payment for rental items is due prior to the reserved date.
21. Deposits will be returned within 2 days with a satisfactory Check-Out inspection.
22. Missing items, damages, overages and extra cleaning fees will be charged to your payment method and reported to your insurance policy.
23. The Site Rep has the right to cancel any rental at any time due to renter non-compliance of the house rules or guest behavior. Renter and guests must exit the building without incidence, and the House Rules deposit will not be refunded.
24. Renter must provide appropriate liability coverage for the duration of the rental period. Proof is required prior to the rental date, use the provided link to purchase event insurance.

Renters commonly forget to bring:

Kitchen Items: cutting board, cake knife, hot pads, serving spoons & ladles, ice pick, ice bucket, ice chest, ziplock bags, to-go containers

Cleaning items: dish soap, paper towels, sponges, vacuum, spray mop with cleaning solution, broom, dust pan, magic eraser, glass or multi-surface cleaner, rags, heavy duty trash bags

Set-Up: dolly, floor protector mats (food service area), extension cords