

The Lounge by Vastint is an extension of the Vastint Latvia office. Unlike co-working spaces, which people pass through, The Lounge is only designed exceptionally for Vastint employees and Business Garden long-term tenants, fostering a natural business community and sense of togetherness.

The Lounge is a personality-filled, flexible space with different zones where people can meet, work, and socialize. This area includes an open space, two meeting rooms, three private pods, several co-working spots, and a larger room for events, training sessions, conferences, or other gatherings.

If you're spending time in The Lounge or having a meeting, feel free to enjoy coffee and refreshments. You can also read books, look for inspiration in magazines, or, if you're in the mood for more active fun, check if Multispace is free for table tennis or Novus game.

The Lounge is a self-service area, where each visitor is responsible for maintaining order and ensuring the space remains welcoming. Each tenant company designates one or more persons in charge of overseeing the rules, including informing their employees, handling The Lounge bookings, and ensuring the premises are left in good condition after use.

General info:

- The Lounge is open from Monday to Friday from 8:00 to 20:00 with tenant's access cards.
- Lights, music, and TV in the central area and Multispace are automatically turned on Monday to Friday from 8:00 to 20:00. They can be adjusted by the Vastint team if needed. The lights in The Project Room and The Snug need to be switched on manually.

Reservation:

- Reservation of The Project Room, The Snug and Multispace must be made in advance.
- Send your request by email to Zane.Dobrovolska@vastint.eu, and provide the following details: date, time of the meeting, room name, number of people, and company name.
- The reservation of a room will be cancelled if attendees are not present within 15 minutes after the scheduled time.
- All rooms in The Lounge can also be used without a reservation if they are available and there are no upcoming bookings during the time you plan to be there. Please check for upcoming bookings on the screen by the room entrance.
- Multispace can be set up for various activities. Room setup and takedown must be done by the company using the premises. Ask the Vastint team to show the available furniture and layout options, agree on a setup time, and include this time in the booking.
- For our long-term tenants, we provide a one-time, full-day reservation of the entire Lounge area per lease year for an event.
- We promise to send an email to all tenants if the entire Lounge is closed for a full day.
- The links to the room calendars:

[Multispace Riga](#) | [The Snug Riga](#) | [Project Room Riga](#)

Rules to follow:

- Only authorized tenants and their guests (for example – international colleagues, partners, and important clients) together can use The Lounge.
- Leave meeting rooms in the same condition as they were before - turn off the screen, close the power and cable outlets on the tables, turn off the sound system (if used in the Multispace), return chairs to their original positions, and turn off the lights (if they are not automatic).
- Refreshments (Coca-Cola, bottled water) are not for take-away.
- Leave the premises clean. Please remove any stains from the tables, blackboard, whiteboard, and walls (including post-it and removable adhesives).
- Put dishes in the dishwasher (not the sink) and waste in the trash bin, larger items must be taken to the outside recycling bins.
- The furniture, plants, design objects, and accessories must remain in their designated places. If you move any items, please return them to their original positions.
- We take great care of our plants, and they thrive here. We ask that you do not move them and that you leave space around them while rearranging the Multispace room.
- Books and magazines must be returned to their designated places.
- Alcohol consumption is not allowed. Exceptions are made for short festive occasions, such as tenant company celebrations, which must be coordinated in advance with Vastint.
- Meals such as lunch and food tastings are not allowed.
- You can order a coffee buffet for meetings or a buffet for longer seminars. A meal for a company event can be arranged if the entire The Lounge is booked.
- Preferably, the buffet for meetings and events in The Lounge should be ordered from the catering service of the Hercogs Garden restaurant at Business Garden Rīga.
- If a tenant company event requires additional organization or technical resources (such as translation, online streaming, video recordings), or any extra furniture or decorations, please consult the necessary service provider companies or agencies. All changes and decorations must be agreed in advance with Vastint.
- Be friendly with our hippopotamuses and treat this place with a respect!

Household matters:

- We sort the waste into three different trash bins: glass, paper, organic, and other waste. Please follow the signs on the bins and cabinet doors.
- Larger waste – boxes etc. must be taken to containers outdoor.
- The water in the coffee machine comes from the filters, so the water tank does not need to be filled manually.
- If you are changing or checking the milk for the coffee machine, please ensure that the milk fridge lid is closed properly.
- When leaving The Lounge, do not leave any food in the fridge.
- If you put your private dishes in the dishwasher, please collect your dishes the next day.