

The Lounge

by VASTINT

The Lounge by Vastint

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 people and 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 a central social area, two meeting rooms, three pods, several spots for work, and a large room for events, training sessions, conferences, or other gatherings.

If you're spending time in The Lounge or having a meeting, you can enjoy delicious coffee from Kalve and choose from a wide selection of teas. You can also read books, look for inspiration in magazines, or, if you're in the mood for something more active, check whether Multispace is available for a game of table tennis or novuss.

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.
- The lights, music, and TVs in the central area and Multispace are turned on automatically during The Lounge's opening hours. 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. When reserving a room, the booking must include time for setup before the event and for putting the room back in order afterwards.
- 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. Please note that when using the room without a reservation, someone else may make a booking in the calendar at the same time.
- Multispace can be set up for various activities. Room setup and takedown must be done by the tenant company using the premises. Include sufficient time for both setting up the room and restoring it to its original layout 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 reserve the right to take photographs during the event for our archive or publications; this will always be coordinated with the tenant.
- Pods should not be used for the entire day, and the central area is not intended for use as a permanent daily workspace.
- We promise to send an email to all tenants if the entire Lounge is closed for a full day.
- Its not possible to book rooms via screens.
- 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.
- It is not permitted to make reservations on behalf of the tenant for third parties, such as their clients, partners, or others.
- 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).
- 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 or other rooms.
- Bottled water is not to be taken away. Please do not pour it into personal bottles, cups, thermoses, or other containers; use the water dispenser to fill your personal bottle instead.
- Books and magazines must be returned to their designated places.
- The Lounge is not intended as a lunch or dining area. Please do not use it to eat lunch, takeaway food, or other meals brought in for personal consumption.
- Alcohol consumption is not allowed. Exceptions may be made if the entire premises are booked and must be coordinated in advance with Vastint team.
- Meals such as breakfast, lunch, or dinner with hot food or non-pre-portioned dishes are not allowed. Coffee breaks or buffet-style catering must be notified to the Vastint team in advance, preferably at the time of booking or no later than one day before the event. A meal (lunch, dinner by the table) for a company event may be permitted if the entire Lounge is booked. The use of food preparation or heating equipment on the premises is not allowed.
- For your convenience, we recommend ordering buffet catering for meetings and events in The Lounge from the Hercogs Garden restaurant at Business Garden Rīga.

- Please note that after coffee or snack breaks, the space must be tidied up – dirty dishes and drinks should be cleared away, and the buffet/tables should be left neat and orderly so as not to disturb others.
- If a tenant 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.
- Promotional materials – posters, roll-ups, mascots, product displays, products, etc., are not allowed to be placed on the premises. They are permitted only during the event and within the event room. If tenants wish to place additional materials in any public space during their event, this must be agreed upon in advance.
- Be friendly with our hippopotamuses and treat this place with a respect!

Household matters:

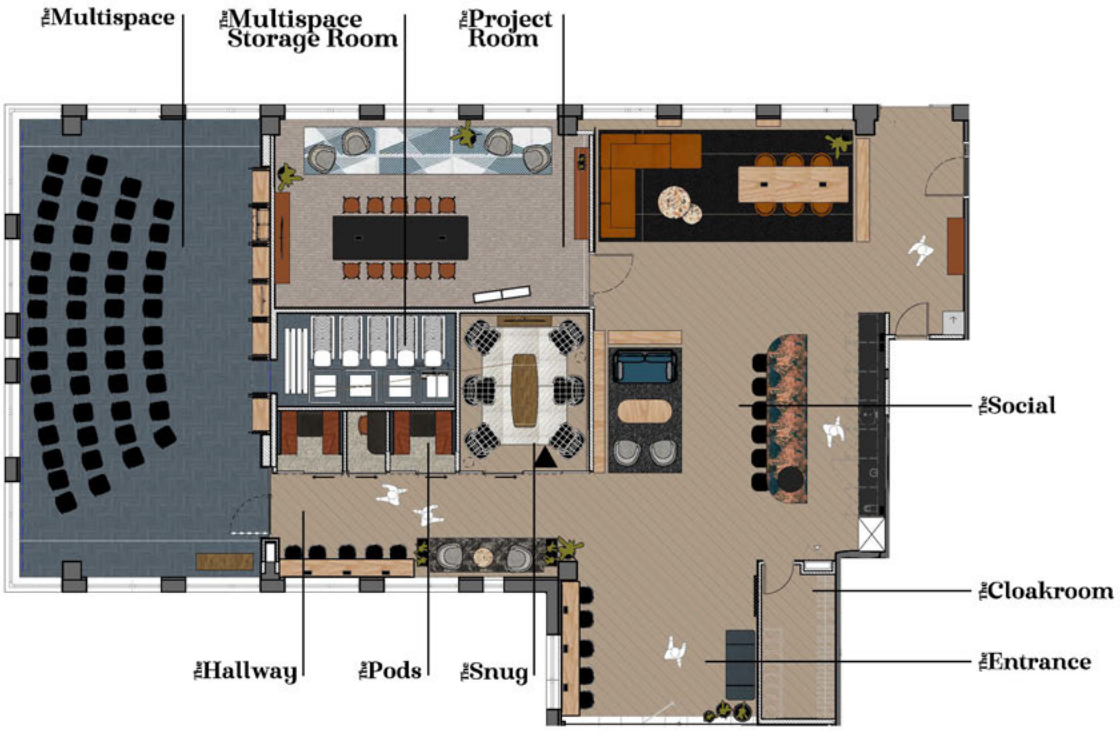
- We sort the waste into three different trash bins: glass, paper, organic, and other waste. Please follow the signs on the bins and cabinet doors.
- Larger waste – boxes etc. must be taken to containers outdoor.
- The water in the coffee machine comes from the filters, so the water tank does not need 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 and the milk tube is securely connected.
- 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.

  Dishes, cutlery, trays, vases, and any other items must remain within The Lounge by Vastint premises and may not be borrowed or taken away.

Internet – Wifi usage

- Wi-Fi is available on the premises. To access it, users must log in and familiarize themselves with the terms of use, which are available on the login portal and on the Lounge website.

ROOMS AND AREAS



The Social

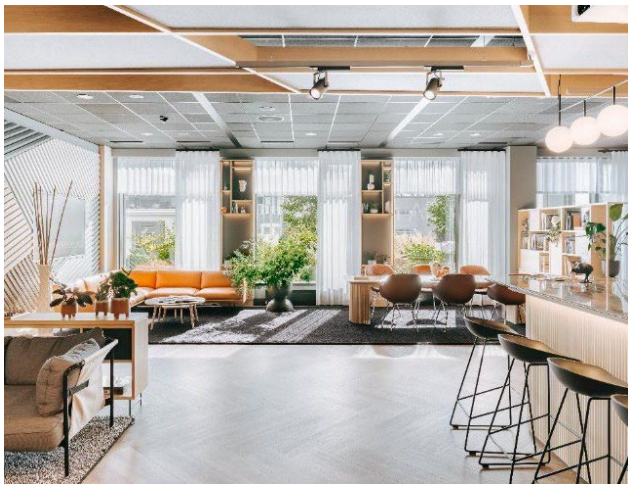
As the center of The Lounge, this space is designed for work, connection, and socialization. It features several spots for working, chatting, and relaxing.

Social area offers:

- Library/Living Room: a comfortable area with living room-type furniture, along with a selection of books and magazines available for reading in The Lounge.
- Kitchen: includes refreshments, a coffee machine, a water dispenser, a refrigerator, dishes, and two dishwashers for your convenience, ensuring the comfort of your meetings and company events.
- Open Space: the area features high tables by the windows, which also have outlets for your devices.
- Wardrobe: for coats and luggage for you and your guests. Sports equipment and sun chairs for use in the backyard are available during the summer season.
- Restroom: equipped with a shower.

Technical info:

- Wi-Fi: please look for the signs in the premises for the Wi-Fi name and password.
- Projector and screen are available in the central area. Connection is via HDMI cable and tablet. Please ask the Vastint team for the tablet password and guidance on how to connect.
- The sound system is controlled from the tablet and can be adjusted for your event if needed. Please ask the Vastint team if you require assistance with adjustments for your event.



Central area



Kitchen area

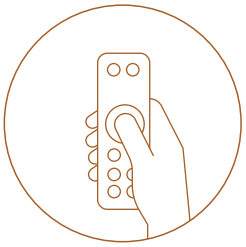
The Project Room

A meeting room for idea generation, brainstorming, and presentations, and perfect for video calls or conferences.

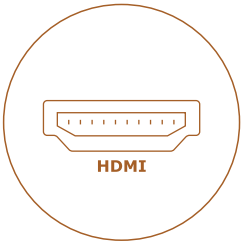
The Project Room is equipped with:

A large table, 10 highchairs, 4 comfortable chairs, a TV with a camera for conference calls and online meetings, and a magnetic blackboard.

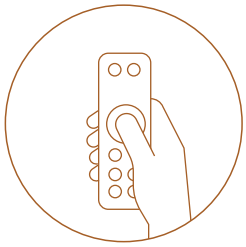
Connection to screen for presentation and conference calls:



Switch on the TV with remote



Add C-type or HDMI cable to your PC to present or conference call



Use the Logitech remote to zoom the camera in and out, adjust the call volume, and turn the microphone switch on and off.



The Project Room



The Project Room

Multispace

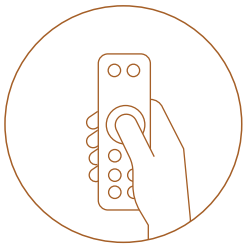
The largest room in The Lounge has the possibility to organize various events based on your needs: meetings, conferences, training, parties, team building, and sports activities. Multispace can accommodate up to 50 persons.

Multispace is equipped with:

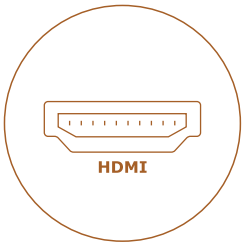
A mobile TV, a mobile whiteboard, speaker's stand, microphone, 50 conference chairs, 6 desks, 4 bean bags, 3 comfortable chairs, 2 Novus tables, table tennis. Multispace room also has a separate entrance door from the yard.

Connection options to screen for presentation and sound system:

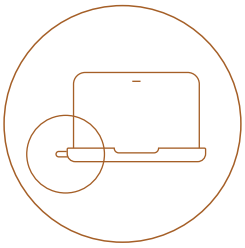
Option HDMI cable:



Switch on the TV with remote

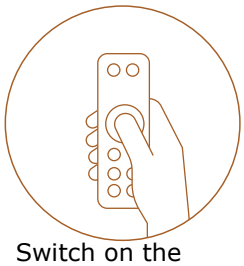


Add HDMI cable to your PC to present

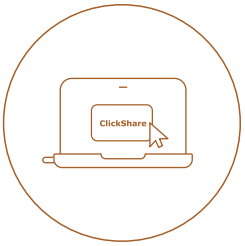


Add a presentation USB stick, to your PC, and use it to switch slides

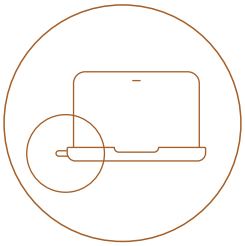
Option Click-share:



Switch on the TV with remote

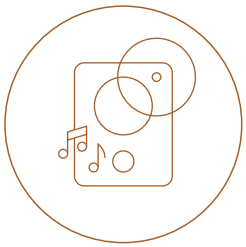


Add Click-share to your PC and open Click-share on your PC

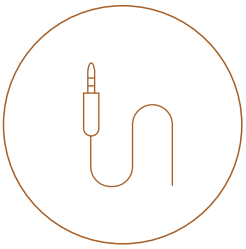


Add a presentation USB stick to your PC, use it for presentation to switch slides

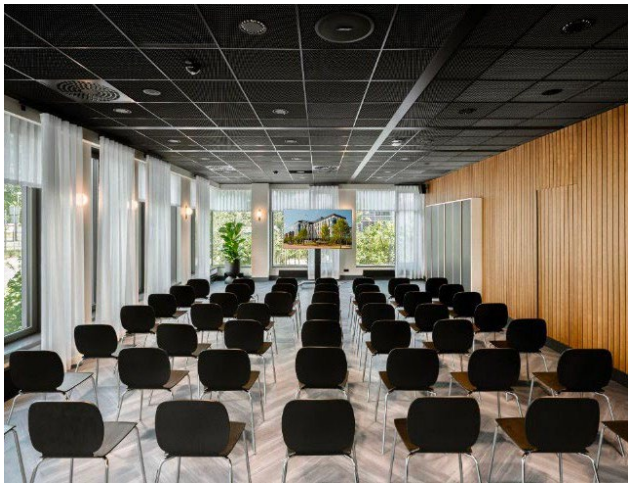
Connection to sound system to use microphone:



Switch on the audio box, to use the microphone and sound system



Add AUDIO cable to your device



Multispace



Multispace

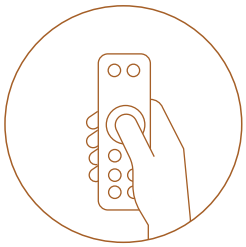
The Snug

A small and cozy meeting room with a warm feel, perfect for sealing the best deals and communicating in a quiet, private space.

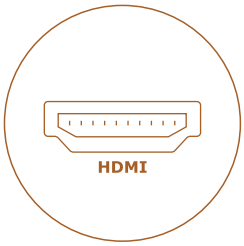
The Snug is equipped with:

A coffee table, 6 comfortable chairs, and a TV.

Connection to screen for presentation:



Switch on the
TV with remote



Add HDMI cable
to your PC



The Snug

The Pods (focus rooms)

Three mini coupe-style rooms are designed for focused work, phone calls, and a chance to get away from the office crowd. Reservations for the pods are not possible.

The Pods are equipped with:

USB and power outlets are available in each pod, with desks and seating for 1 to 2 seats in each pod.



The Pods

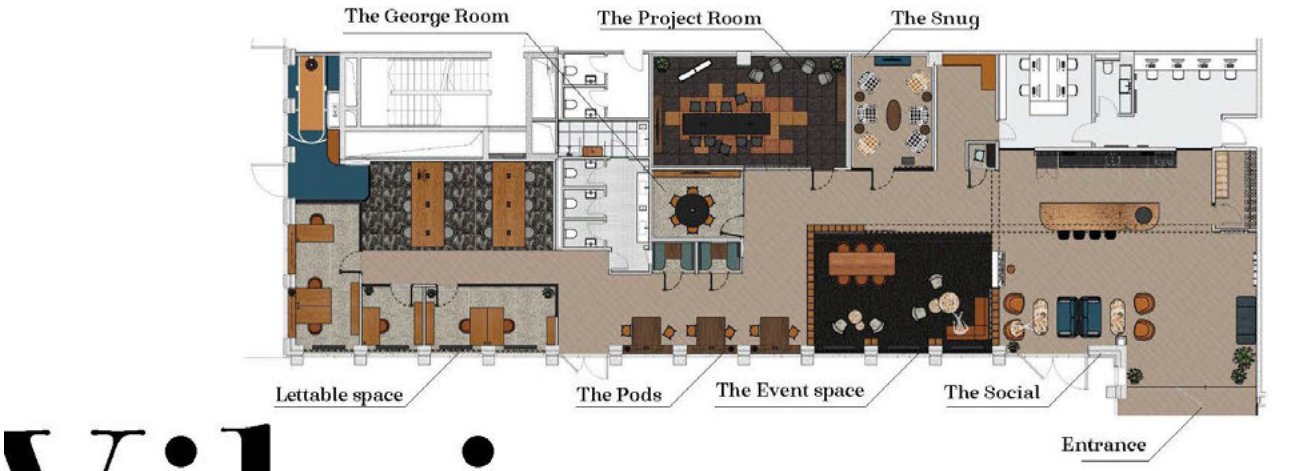


The Pods

The Lounge by Vastint connects our community internationally. Whether you're on a business trip to Vilnius or Wroclaw, you can arrange your meeting at The Lounge locations in Business Garden Vilnius or Business Garden Wroclaw.

The Lounge by Vastint Vilnius includes:

The Social Area, Event space, hot desks, The Project Room, The Snug, and The George Room are all available.
The three meeting rooms can be reserved for your meetings.
Bookings for The Lounge by Vastint Vilnius are organized in the same way as in Riga. For more detailed information please ask Vastint team.







The Lounge by Vastint Vilnius

The Lounge by Vastint Wroclaw includes:

The Social Area, The Multispace, The Project Room, The Snug and hot desks, are all available.

The three meeting rooms can be reserved for your meetings.

Bookings for The Lounge by Vastint Wroclaw are organized in the same way as in Riga. For more detailed information please ask Vastint team.

