RULES FOR RENTING THE PARTY VENUE

Description
The association has a party venue available for rent. If you live in the association's property, you can rent the venue. Others who do not live in the association can also rent it.

The room can accommodate up to 40 people.

The room is equipped with an oven, stove, microwave, fridge, freezer, dishwasher, and some kitchen utensils. There are also tables and chairs.

Time for rental
You have access to the venue from 12:00 PM on the day you booked it for. For bookings made before October 7, 2026, the key must be returned by 11:59 AM the following day. For bookings made on or after October 7, 2026, the key must be returned by 9:00 AM the following day.

Price
Residents of the association
Every day: 700 SEK

Others
Monday – Thursday: 800 SEK
Fridays, weekends, and public holidays: 1 200 SEK

Booking and payment of Rent
Booking via BoAppa
If you have access to BoAppa, you should book through it. Once you have booked in BoAppa and paid the rent, you should send an email to styrelsen@lundenisollentuna.se. In the message, include your name, the date of the booking, and state that the payment has been made. The rent must be paid on the same day as the booking. If the payment is not made on the same day, the booking is not valid.

Booking the Party Hall without BoAppa
If you do not have access to BoAppa, you can request a booking by clicking **Book the Party Hall** on the association's website and completing the booking form. Your request must be submitted at least two days before your intended booking date.
After submitting the form, please wait for a reply by email from **bokning@lundenisollentuna.se**. The board will check availability and send you payment instructions if the requested date is available. The rental fee must be paid within 24 hours of receiving the payment instructions. Once the payment has been verified, you will receive a booking confirmation by email. **Your booking is valid only after you have received confirmation from the board.**
If payment is not made within 24 hours, the booking cannot be guaranteed, and the date may be made available to others.

Payment of rent
The rent should be paid via Swish to the number 1236575021. The message field should include the date of the booked time and the name of the person responsible for the booking. Residents of the association should also provide the building entry number and apartment number.

Only one booking at a time
You can only have one appointment booked at a time. If you have multiple bookings at the same time, they are not valid.

Cancellation
If you cancel more than 72 hours before the booked time, the association will refund what you have paid for rent, after a deduction of 100 SEK for the cancellation fee.
If you cancel less than 72 hours before the booked time, the association will not refund any of the rent.

Key, ID, deposit, and responsibility for costs
You need to set up a time with the board to get a key to the premises.

To get the key, the one who rents the party venue must show ID.

When you receive the key, you need to pay a deposit of 1 500 SEK. The deposit is paid via Swish.
You must return the key to the association's key box by the end of your rental period. Once you have returned the key, you should inform the board.

The board will check that the premises and the area outside have been cleaned, that no damage has occurred, and that no furniture or other items are missing.

You'll get your deposit back once you've returned the key and the board has confirmed that it's clean, nothing's damaged, and nothing is missing. If there's any damage, cleaning isn't up to standard, or the key or anything else is missing, the association may keep all or part of the deposit. The association may also ask you for extra compensation if the costs to fix things go beyond the deposit.

The association is not responsible for valuables or other belongings stored in the premises during the rental period.

Rules for the party venue
By renting the venue, you agree to the following rules.
1. The person who made the booking is responsible for the premises and its equipment. That person must be present while activities are taking place in the premises.
2. The booking may not be transferred to someone else.
3. The renter must ensure that the instructions posted in the premises are followed.
4. Equipment should be handled with care and returned to the designated place after use (usually where it was at the start of the rental).
5. Smoking is prohibited inside the premises. Smoking should be done outdoors in the smoking area (between the basement entrance and the parking lot).
6. From 11:00 PM, the volume both inside and outside the premises should be turned down so that neighbors aren't disturbed.
7. Damage to the facility or equipment must be reported to the board immediately.
8. The renter is responsible for locking the top lock (which also activates the alarm) when leaving the premises unattended.
9. Before the lease ends, the tenant must make sure that the premises, including the restrooms, are cleaned and that no personal belongings have been left behind.
10. Before the lease period ends, the tenant must also make sure that the area outside the premises is tidy and that no trash, including cigarette butts, has been left behind.

Cleaning the premises includes:
• Emptying and cleaning the dishwasher.
• Cleaning the rest of the kitchen equipment (fridge, oven, microwave, etc.).
• Sweeping or vacuuming and mopping the floors.
• Cleaning the toilets.
• Wiping tables and chairs.
• Taking out the trash to the garbage room.
Tenants who don't follow these rules might be denied future rentals.