

## Havana On 25 Lounge Rules & Responsibilities

1. Ashtrays are for ashes only, not ice cubes, spit, not leftover coffee, ice cubes or your cigar bands. There is a turquoise garbage can in the corner by the bathroom which is for you to dump your ashes in once you have finished your cigar. The other garbage cans for everything else except cigars.
2. There is a small wooden box next to the turquoise garbage can and inside the box is a bunch of towels. Please wipe out your ashtray when you are done and put it back in the proper place. There is also a cabinet under the lighthouse table that contains rags and Windex and furniture polish, please feel free to use it as necessary.
3. In the back of the bar there is a cordless vacuum, if you get ashes or food on the floor please take a moment and use the vacuum to clean it up.
4. If you move chairs or any other furniture, please put it back EXACTLY where you found it when you are done.
5. Please turn off all televisions, lights, and coffee makers before you leave. Please turn off the exhaust fan from the dial located next to the door across from the bar. Turn it all the way to the left to ensure its completely turned off.
6. The HOUSE liquor is for all to enjoy- if you drink most of the bottle, please replace the bottle.
7. if you have outside food delivered, please clean up after yourself and throw your rubbish in one of the trash cans. Many times, we have leftover pizza boxes and Chinese food left on the table or card table, which is totally unacceptable. if you have an abundance of leftover food containers boxes etc., please take it home with you and discard in your own trashcan.
8. If you bring a guest, you are 1000% responsible for them, that means cleaning up after them and paying for any damage that they may cause such as burning a hole in a leather chair, staining a cocktail table etc.
9. Please make sure after hours that you do not open the back door as this will set the alarm off, also when you leave the lounge double check to make sure you have closed the door all the way.
10. Coffee is provided free of charge to all of our members, feel free to purchase a case of coffee for the club if you drink a lot of coffee.