

COMMUNITY ROOM BOOKINGS

BOOKINGS & CONDITIONS OF USE FORM

The use of the Moore Park Gardens community room is subject to Moore Park Gardens by-laws and the conditions detailed in this document.

An owner or occupier of a lot wanting to use the community room must first make an application using the 'bookings and conditions of use form' and lodge the application with Building Management mpg@alliancemanagementservices.com.au at least 5 business days prior to the booking.

All applications are subject to approval by the Moore Park Gardens community scheme executive committee. Building Management will respond within five days of the application being lodged whether it has been approved or not. The 'bookings & conditions of use form' must be completed in full to be accepted and residents must not assume that approval has been granted until notified by Building Management.

Once approval has been received (please do not transfer any funds until you have received approval):

- A \$200 cash damage deposit (refundable) must be paid to the Strata Manager prior to commencement of hire.
- A hiring fee of \$50 per day (non-refundable) must be deposited into the following bank account using the following description:

Description:	Room Hire (enter apartment number)
Account name:	In Trust for DP 270095
Bank:	Macquarie Bank
Account Number:	2041 56046
BSB:	182-222

- An email must be sent to Building Management on mpg@alliancemanagementservices.com.au notifying that the hiring fee and the cash damage deposit has been made.

On commencement of booking:

- Keys can be collected from Building Management or Security by calling **(02) 7201 0418** (*Building Management*) or **0418 809 620** (*security*).
- Please inspect the area to ensure it is clean and there is no damage, unless Security or Building Management are notified of any damage the area will be assumed to of been taken in perfect condition.

On completion of booking:

- The area must be vacated by the designated time and cleaned thoroughly. Cleaning must therefore commence prior to the functions end time so that other parties may take over the area at their designated starting time. If the area is cleaned insufficiently the damage deposit will be forfeited.
- Please call Building Manager or Security on **(02) 7201 0418** (*Building Management*) or **0418 809 620** (*security*) for the area to be inspected, and to return your key.
- Assuming there has been no damage or disturbances, and everything has been left in a clean & tidy state your damage deposit will be refunded.
- Please email the Building Manager to arrange a refund of the deposit mpg@alliancemanagementservices.com.au

Special Conditions

- In addition to the building by-laws and items mentioned on page 1, the use of the community room is also subject to the following conditions:
 - 1) The area must be thoroughly cleaned after use. This includes the wipe down of all tables, bench tops, fridge (if used) and floor.
 - 2) All rubbish must be removed and nothing is to be left in the room.
 - 3) Guests must be always accompanied by an owner or occupier of a lot.
 - 4) Access to the Pool Area and Gymnasium is NOT permitted.**
 - 5) Alcohol is not permitted to be consumed in the community room.
 - 6) The community room is only able to be used between the gymnasium opening times (6.00am to 10.00pm sharp) and the area must be vacated by 10.00pm, **no exceptions.**
 - 7) Group numbers must be kept within that approved by the executive committee.
 - 8) Noise levels must be kept to an acceptable level as per the by-laws.
 - 9) Instructions from building management or security when using the room must always be obeyed.
 - 10) The maximum number of guests permitted is 35. Bookings of over 35 guests requires Approval from the Community Association.**

Failure to comply with the building by-laws or any of the above conditions may forfeit the damage deposit and further action may be taken.

Application details

Name: _____ Unit No: _____ Building: _____

Contact No: _____ Owner or Tennant: _____ If Tennant, Agents Details: _____

Real Estate Agent: _____ Contact No: _____

Date of Booking: ____/____/____ Booking Start Time: _____ Booking Finish Time: _____.

Reason for Booking: _____

Maximum Number of Guests: _____

I have read and understand the building by-laws and conditions outlined in this form and agree to pay a \$50 hire fee per day (non-refundable) and \$200 damage deposit (refundable) prior to booking commencement. I acknowledge that should any of the above conditions or by-laws be breached the full damage deposit will be forfeited.

Signature: _____

Date: ____/____/____