

MOORE PARK

G A R D E N S

Community Room Booking Form



p.
e.
w.

(02) 7201 0418
mpg@alliancemanagementser
mooreparkgardens.au

MOORE PARK GARDENS COMMUNITY ROOM BOOKINGS

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

Booking Process

1. Application Submission:

- Owners or occupiers must complete this form and submit it to Building Management at mpg@alliancemanagementservices.com.au at least **five (5) business days** before the booking date.
- Incomplete applications will not be processed.
- Approval is subject to the Moore Park Gardens Community Committee.
- Applicants will receive a response within five (5) business days.
- Approval must be received before making any payments.

2. Payment Requirements (Upon Approval):

- **\$200** cash damage deposit (refundable) must be paid to the Strata Manager before the booking starts.
- **\$150** per day hiring fee (non-refundable) must be deposited into the following account:

Bank Details:

- **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 mpg@alliancemanagementservices.com.au confirming both the hiring fee and damage deposit have been paid.

Booking Commencement

• Key Collection:

- Keys can be collected from Building Management **or** Security by calling:
 - **Building Management:** (02) 7201 0418
 - **Security:** 0418 809 620
- The area must be inspected upon arrival. If there is any existing damage, notify Security or Building Management immediately.
- Failure to report existing damage assumes the area was taken in perfect condition.



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Completion of Booking

- The area must be vacated at the designated time and cleaned thoroughly.
- Cleaning must begin before the function end time to ensure smooth transitions for other users.
- If cleaning is insufficient, the damage deposit will be forfeited.
- Key Return & Inspection:
 - Call Building Management or Security for an inspection before leaving.
 - Return the key to Building Management or Security.
 - If no damages, disturbances, or cleanliness issues are found, **the** damage deposit will be refunded.
 - To arrange the refund, email mpg@alliancemanagementservices.com.au

Special Conditions

In addition to Moore Park Gardens by-laws, the following conditions apply:

1. The area must be thoroughly cleaned after use, including wiping all tables, benchtops, and the fridge (if used), and cleaning the floor.
2. All rubbish must be removed from the premises.
3. Guests must be accompanied at all times by an owner or occupier of a lot.
4. Access to the Pool Area and Gymnasium is **strictly prohibited**.
5. Alcohol consumption is **not permitted** in the Community Room.
6. The Community Room may only be used between **6:00 AM and 10:00 PM**. The area must be vacated by 10:00 PM sharp, with no exceptions.
7. Group numbers must be within the approved limit set by the Committee.
8. Noise levels must be kept acceptable as per the by-laws.
9. Instructions from Building Management or Security must always be followed.
10. The maximum number of guests permitted is **50**. For bookings exceeding 50 guests, approval from the Community Association is required.

Failure to comply with any by-laws or conditions may result in forfeiture of the damage deposit and further action.

APPLICATION DETAILS

Name: _____

Unit No.: _____ Building: _____

Contact No.: _____

Owner or Tenant: (please Circle)

(If Tenant, please provide Agent details)

Real Estate Agent: _____

Agent Contact No.: _____

Date of Booking: ____ / ____ / ____

Booking Start Time: _____

Booking Finish Time: _____

Reason for Booking:

Number of Guests: _____

I have read and understood the building by-laws and conditions outlined in this form and agree to pay a **\$150** per day hire fee (non-refundable) and **\$200** damage deposit (refundable) prior to booking commencement. I acknowledge that if any of the above conditions or by-laws are breached, the **full damage deposit will be forfeited.**

Signature: _____

Date: ____ / ____ / ____

For further inquiries, please contact Building Management at
mpg@alliancemanagementservices.com.au or call (02) 7201 0418.



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