



STRATA ANGELS

PEACE OF MIND

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COMMUNAL AREA BOOKING FORM

This request form outlines the agreement and the rules for the use and care of communal areas that are intended to be booked for events, functions, gatherings, etc.

OC PS #	PS621343F - OC1 and OC2		
PROPERTY ADDRESS	632-640 Doncaster Road, Doncaster, VIC 3108		
OWNERS' CONTACT DETAILS			
LOT/UNIT #			
NAME OF LOT OWNERS			
REQUESTORS' NAME(S)/HOST			
REQUESTOR TYPE	OWNER / MANAGING AGENT / TENANT (please circle one)		
REQUESTORS' PHONE #			
REQUESTORS' EMAIL			
PROPOSED BOOKING DETAILS			
AREA REQUESTED	Level 1 common area		
NUMBER OF GUESTS			
BOOKING DAY/DATE			
BOOKING START TIME		END TIME	
INTENDED USAGE/PURPOSE			
REQUESTER'S SIGNATURE		DATE	

VERIFICATION/APPROVAL (Internal use by the Owners Corporation)			
Verified by BUILDING MANAGER		DATE	
Verified by OC MANAGER		DATE	
Approval by the Owners Corporation Committee			
COMMITTEE MEMBER 1		DATE	
COMMITTEE MEMBER 2		DATE	
COMMITTEE MEMBER 3		DATE	

TERMS & CONDITIONS/RULES OF USE:

This agreement is between the Owners Corporation and the Requestors (persons responsible) named on this form (also referred as the Host). By signing this form, you acknowledge and agree on the following terms & conditions and also to comply with the Owners Corporation Rules:

1. No common areas are to be used for any event/functions/gatherings, etc. without the prior approval of the Owners Corporation Committee.
2. Booking Time must be between 10am to 9pm in summer and 10am to 8pm in winter. No bookings can be made for Christmas Eve, New Year Eve and Schoolies.
3. The bookings can only be made by the residential owners or tenants. The tenants' application must be counter-signed by the owner or the managing agent of the relevant lot.
4. Since such communal areas are available only in the residential side of the building, only owners/tenants of residential lots are allowed to make bookings.
5. The communal areas can only be booked for private functions and cannot be used as a commercial venue for wedding reception or any such other functions.
6. Alcohol, smoking, fire crackers, candles, loose balloons, glasses, etc. are not allowed.
7. The common toilets are located near Hudson Bond's office on the ground floor and the Hosts must show the location of these toilets to their guests by using their own FOBs.
8. It is the Host's responsibility to ensure:
 - (a) compliance with all OH&S, Essential Safety, COVID-19, contact tracing, etc. requirements.
 - (b) there is no loud noise, loud music, nuisance or any other disturbance whatsoever.
 - (c) that no items, waste or debris are thrown or discarded in the building and/or in the surrounding.
 - (d) that the guests are adequately clothed.
 - (e) that they accompany their guests when they are in the communal areas.
 - (f) that the communal areas are returned to the same level of cleanliness that was provided at the commencement of the booking. Should additional cleaning be required then the Building Manager will arrange it and all associated costs will be on-charged to the Host's lot.
9. The Host is responsible for any damages to the common property. The Building Manager will inspect the affected areas and will report to the Owners Corporation Committee who shall decide on the nature and extent of the repairs, replacement and reinstatement required. All associated costs will be on-charged to the Host.
10. **Number of attendees:** Maximum 30 or as directed under the legislation due to COVID-19.
11. **Unacceptable Behaviour:** If the Building Manager/Owners Corporation Manager receive any complaint about loud noise/music, indecent behaviour, etc. during the time of your booking then your future booking requests may be declined.
12. **Lifts:** The only lift available to transport materials is passenger lift 2 from lower ground floor carpark and can only be used if protective coverings are installed on floors and walls. Prior arrangements must be made with the Building Manager for the lift covering - notice of at least 3 business days is required.
13. **Parking:** Only limited visitors' parking is available at the building. As such, the Hosts must make their own arrangements for the parking outside the building.

Completed form is to be emailed to the Building Manager on pinnaclebm@connectfacilities.com.au with copy to the Owners Corporation Manager on info@strataangels.com.au for the Owners Corporation Committee's review/decision.