

MEETING & CLUB ROOM BOOKING PROCEDURES & CONDITIONS OF USE

- The Meeting /Shed Room is located in basement B2 beside Verna B Lift and the Club Room is located on ground level in Valencia A/B foyer. The Meeting Room and Club Room are available for use by Owners and Occupiers between 8 am and 10 pm daily and must be booked at least 48 business hours prior to use on a first-in basis.
- Residents are required to inform Building Management at the earliest opportunity of any damage or cleaning issues caused to these Rooms during their usage.
- Residents making the booking must always be present during the reservation and ensure that all guests are aware of and adhere to the Conditions of Use.

MAKING A BOOKING

- Only residents registered on the Building Link system are permitted to book these Rooms and reservations are approved on a first-come, first-served basis. All reservations shall be made via the Building Link system at least 48 business hours prior to the booking.
- To make a booking, login to Building Link, accessible via the building's website, www.arlingtongrove.com.au. Residents who do not have a login must first register their details with Building Management using the 'Resident Registration' form available on the home page of the building's website. Once logged in go to the 'Amenity Reservations' tab and then select 'Add New Reservation'. Select 'Meeting Room / Club Room' and complete the form with your proposed booking time.
- At least 48 business hours prior to your booking residents must contact Building Management to arrange collection of the room key so that an inspection of the room can be completed. This key must be collected during Building Management hours, currently 7:30 am to 4.00 pm Monday to Friday, ex Public Holidays and Christmas break. That means residents using the room on weekends must collect the key during the week.

SAFETY AND BEHAVIOUR

- Any activities which may cause annoyance, disturbance or injury to other users or residents are **STRICTLY PROHIBITED**. Residents using the rooms must keep noise to a minimum as to not disturb other residents. Residents and their guests must exercise the responsible service of alcohol; drunk or inappropriate behavior will not be tolerated and will constitute a breach of the reservation conditions. Management reserves the right to disallow future usage to any person(s) whose activities are found to cause annoyance or disturbance to other building residents which constitute a breach of building by-laws.
- The Meeting Room and Club Room are not to be altered in any way, including the adjustment of fixtures and the hanging of items on electrical or other fittings. The use of fireworks, flammable liquids and open flames in or around the area in any form is not permitted.
- Smoking of any substance is not permitted at any time or any other common area of the building.
- Children under the age of 15 must be accompanied and always supervised by their parents or adults who shall be responsible for their safe and proper behaviour.
- All Residents and guests shall use the area at their own risk. The hirer assumes full liability for any injury or damage that may occur to guests while using the Meeting Room & Club Room and surrounding areas and the hirer indemnifies the Owner's Corporation against such injury or damage.
- The hirer must always obey instructions from Building Management. Prior approval is required if the hirer requests any variation of any of the above conditions.



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CLEANING AFTER USE

- Residents and their guests must ensure that these Rooms are thoroughly cleaned after being used to the original standard. This includes:
 - Wipe down of all benchtops, tables and other furniture (if required).
 - All rubbish must be placed in the bins provided. Recyclable material including glassware is to be placed in the appropriate disposal area in the building.
 - Seating and furnishings must be returned to a neat and tidy state after use.
 - All loose material on the floors is to be removed and the floor is to be vacuumed after use.
 - No food, decorative, personal or any other items are to be left in the area after use
- Any additional costs incurred by Management in cleaning the area to an acceptable standard after use shall be borne by the Resident responsible for the booking and taken from the bond. Any additional costs incurred by Management due to loss or damage to these Rooms and surrounding property caused by themselves or their guests shall be borne by the Resident responsible for the booking and taken from the bond.

Note: Failure to comply with the conditions outlined in this form, and/or the buildings by-laws will result in an immediate forfeit of the security bond and further action will be taken against residents to recoup any costs associated with damage to the area.

Agreement

I _____ confirm that I am a current occupant of unit _____ at Arlington Grove Apartments Dulwich Hill and agree to the conditions outlined above.

If there are any questions regarding booking or the use of the Meeting Room and Club Room, please don't hesitate to speak to Building Management.

