

GUIDELINES FOR BOOKINGS / USE OF THE LEVEL 3 OUTDOOR RECREATION AREA

A resident may request to use the level 3 outdoor recreation area for a social gathering / function between the hours of 9:00am and 8:00pm only. The request must be submitted in writing using the appropriate form, which must be received by the Concierge at least seven days prior to your function.

Bookings are granted to residents on a first-come, first-served basis, and may be subject to approval by the Executive Committee in the case of large functions that involve substantial numbers of non-residents.

Use of the Level 3 outdoor area (or any other part of Common Property) for commercial purposes is strictly prohibited without the express permission of the Executive Committee.

Bookings, if granted, are not exclusive. Other residents and their guests may be using the area at the same time.

If a booking for chairs and tables has been made, these can be collected from the locked cabinets in the gym (keys are available from the Concierge or Building Manager). The chairs must be neatly stacked and returned to the cabinets after use, and the cabinet doors re-locked. The resident will be held liable for the cost of replacing any lost, stolen or damaged chairs.

Guests must be accompanied by their host resident at all times except when they are entering (i.e. upon first arrival) and leaving the building.

It is the resident's responsibility to fully brief his / her guests about the relevant by-laws and rules of Monument. In the event that a guest breaches the by-laws or rules, it the resident who will be held responsible by the Owners Corporation.

The (timber) door leading from the Level 3 hallway to the gym and the (glass) door leading from the gym to the outdoor area must not be left open or held / propped open at any time.

Smoking and consumption of food or drink (including but not limited to alcoholic beverages) in the common area lifts, foyers and corridors / hallways is strictly prohibited. Smoking and consumption of food and alcoholic beverages in the gym is strictly prohibited.

Residents and their guests must be respectful of the rights of other residents to quiet enjoyment of their apartments and of the common areas. Music may be played but must not disturb other residents who are in their apartments or who may also be using the outdoor area at the time.

If BBQ is to be used, a **\$100 cash holding deposit** must be paid to the Concierge when making the booking. This amount will be refunded to the resident after the conclusion of the function, provided the common property has been left in a clean and tidy state. Smoke and smells generated by the BBQ must not interfere with residents who are in apartments in close proximity to the outdoor area or who may also be using the outdoor area at the time.

No glass or food may be taken into the glass enclosure surrounding the pool at any time.

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The garden beds and ponds / water features are strictly out of bounds. Persons needing to retrieve items from these areas for whatever reason should seek the assistance of building staff.

The area must be left clean and tidy and all items removed after the gathering, failing which a **\$200 cleaning fee** may be imposed. Cans, bottles and other unwanted items must be disposed of using the bins provided. (Please let the Concierge know if additional general rubbish bins and/ or recycling bins for glass / plastic are required.)

The resident is liable for any damage caused to the Common Property (including plants, landscaping, fixtures and fittings) by him / her or by his / her guests.

***The directions of the Concierge and Building Manager
must be followed at all times.***

Please direct enquiries to the Concierge at (02) 9283 3630 or
concierge@themonument.com.au.