

MONUMENT

REQUEST TO USE THE LEVEL 3 OUTDOOR RECREATION AREA

Resident name	Apartment number
Mobile telephone number	Email address - (for confirmation of booking)
Requested booking date	Booking time (between the hours of 9:00am and 8:00pm)
Will a BBQ be used? Yes / No (If 'Yes', a \$100 cash holding deposit applies)	Chairs and tables needed? Yes / No (Circle one)
Number of guests (excluding residents of your apartment)	Number of residents attending (including person making this booking)
Purpose/ reason for booking	
Other details/ comments	
<p>The following conditions apply to use of the Level 3 outdoor recreation area</p> <ul style="list-style-type: none"> • 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 received by the Concierge at least seven days prior to the booking date. • 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 the 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 left clean and returned to the cabinet after use, and the cabinet doors re-locked. The resident will be held liable for the cost of replacing any lost, stolen or damaged furniture. • 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 their guests about Monument by-laws and rules. In the event that a guest breaches a by-law, it is 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. • Consumption of food and drink (including but not limited to alcoholic beverages) in the common area, lifts, foyers and corridors/ hallways, swimming pool enclosure and the gym is strictly prohibited. • Smoking is strictly prohibited on all common property areas of Monument including outdoors areas and the car park. • Residents and their guests must be respectful of the rights of other residents to quiet enjoyment of their apartments and of 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. 	

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- If a BBQ is to be used, a **\$100 cash holding deposit** must be paid to the Concierge when making the booking. The deposit will be refunded to the resident after the conclusion of the function provided there is no damage to common property and it has been left in a clean and tidy state.
- Smoke and smells generated by a 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.
- **No glass or food may be taken into the glass enclosure surrounding the pool at any time.**
- 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 the concierge or building manager.
- **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 Common Property** (including plants, landscaping, furniture, fixtures and fittings) by themselves or by their guests.

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

I hereby declare that I understand and agree to the above conditions. I also understand that my booking may be cancelled, my guests asked to leave and my future booking requests denied should my guests and I fail to adhere to these conditions as well as to the by-laws and rules of Monument and the Strata Management Statement of Oxford Square.

Resident's name _____

Signature _____

Date request lodged with concierge _____

Date and time of booking _____

OFFICE USE ONLY

Date form received _____ Processed by _____

Request accepted and entered into booking system: Yes / No (If No state reason for refusal _____)

"Guidelines for Use of the Level 3 Outdoor Area" flyer supplied to resident: Yes / No _____

Holding deposit taken (for BBQs): Yes / No (amount: \$ _____ date: _____)

Holding deposit returned: Yes / No (amount refunded: \$ _____ date: _____)

Additional notes/comments _____

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