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Kimberley Estate – Community Hall

Booking Form & Procedures

Please see below form and guidelines to assist you in booking the Kimberley Estate Community Hall. Ensure you take note of each step and all information filled in is true and accurate.

PAYMENT DEPOSIT

Bookings will only be accepted on this form and should be accompanied by the full security deposited amount of **\$250.00 Inc GST**. This deposit will be held safely by Building Management and returned in full, after a full inspection of the Community Hall has been completed and damage to common property is not present.

OFFICE USE ONLY

Deposit Received: Yes \$

Deposit Date:

Upon Receiving Deposit:

Manager Sign: _____

Upon Dispersing Deposit:

Manager Sign: _____

Date: ____/____/____

Resident Sign: _____

Date: ____/____/____

Please see below a list of Community Hall Rules and guidelines around your time utilising this facility. These rules are a guideline only and do not intend to outline every scenario applicable.

These rules include but are not limited to:

1. Community Hall **MUST** be cleared & cleaned after each use. Building Management will conduct an inspection of the Community Hall and surrounding areas prior to returning your deposit fund
2. There are currently 3 large tables and 18 chairs available in the Community Room for use during your event. If you require additional tables or chairs, please speak to security or the building manager who will provide access to the storage room. Important: **All tables/chairs that were removed from the storage must be returned to back to the storage room to ensure your \$250 deposit is refunded in full.**
3. Closing time is 10:00pm (2200)
4. Smoking, consumption of alcoholic beverages, microphones, DJs, portable speakers, loud music and bands are **NOT PERMITTED**
5. All bookings for the Community Hall must be done through Building Management **ONLY**



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6. A deposit of \$250.00 Inc GST is required BEFORE the use of the Community Hall
7. All users of the Community Hall MUST adhere to the instructions of Building Management and/or the onsite security guards at all times

RESIDENT DETAILS

Name:	Address:
Mobile:	Email Address:
Date of Booking:	Time of Booking:
Position: Tenant / Owner	

SIGNATORY

I further understand and acknowledge that the security bond will be held by Building Management on behalf of the Owners Corporation for the period of one (1) week following the hire, and authorize the Owners Corporation to deduct from the security deposit the cost of any damage or extra cleaning caused to the Community Hall or surrounding property or grounds by guests, with the balance of the security deposit refunded to me, together with an itemized list of deductions. In the event that damaged exceed the amount of the security deposit, I personally undertake to pay the difference to the Owners Corporation within one (1) week of the receipt of the amount. I further undertake to obey all requests of Kimberley Estate security guards and Building Management whilst I and my guests are on Strata Scheme Property including but not limited to, directives regarding noise and vacating the Community Hall at the prescribed time.

☐ *I have read the above information & agree to all terms.*

Name: _____ **Date:** _____

Signature: _____