

COMMUNITY HALL BOOKING PROCEDURES

- The Community Hall is located next to the Building Management / Security Office and is available for use by residents and their guests daily from 7:00 AM to 10:00 PM. The room is equipped with tables, chairs and a fully functioning kitchen for resident convenience.
- A bond of **\$250.00** is required when booking the room and an inspection will be carried out both before and after use to ensure the area is properly cleaned and returned to its original state.
- Residents are advised to take before photos should there be any damage on commencement of booking, and must inform Security or Building Management at the earliest opportunity of any damage or cleaning issues caused to the Community Hall area during their usage.
- The maximum number of people allowed for any single booking is **50 people** in total (including the Resident and any children). The Resident making the booking must always be present and ensure that all guests are aware of, and adhere to the Conditions of Use.
- Failure to comply with the Conditions of Use outlined in this form, and/or the Kimberley Estate by-laws will result in immediate forfeiture of the security bond, and further action will be taken against residents to recoup any costs associated with damage to the area.

MAKING A BOOKING

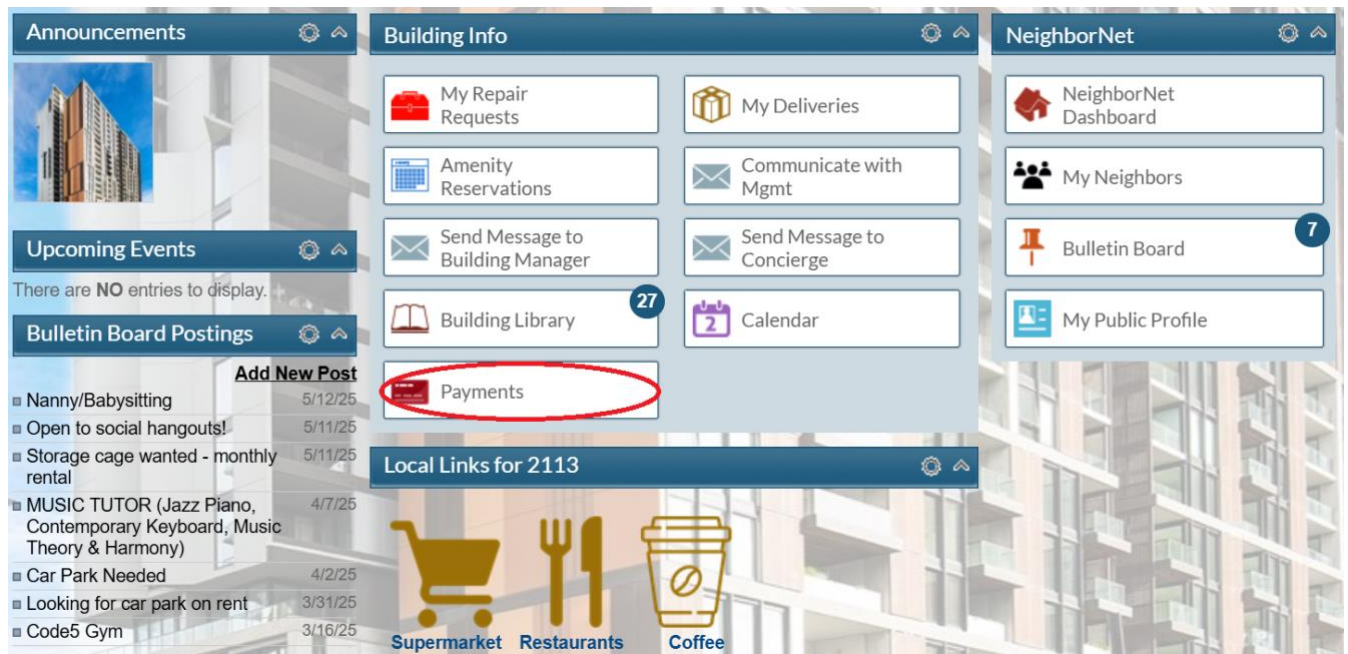
- Only Kimberley Estate residents registered on the BuildingLink system are permitted to book the Community Hall, and reservations are approved on a first come, first served basis. All reservations shall be made via the BuildingLink system at least 3 business days in advance of the requested date.
- To make a booking, residents will need to register for BuildingLink to log in and book their move through the Amenities section of the portal. If you don't have your BuildingLink login, please contact Building Management directly.
- Login to BuildingLink and go to the reservations tab, choose the type of reservation you are wanting to make: Community Hall. You will be able to see the times that are available, make a booking for the applicable time.
- Pay the \$250 bond to the Owners Corporations account (see below).
- Building Management will confirm your booking. Please note bookings will not be confirmed until the bond is paid.

COMMUNITY HALL BOND

A \$250 Community Hall bond (plus a \$0.32 non-refundable credit card fee) must be paid via Stripe in Buildinglink prior to your booking being approved.

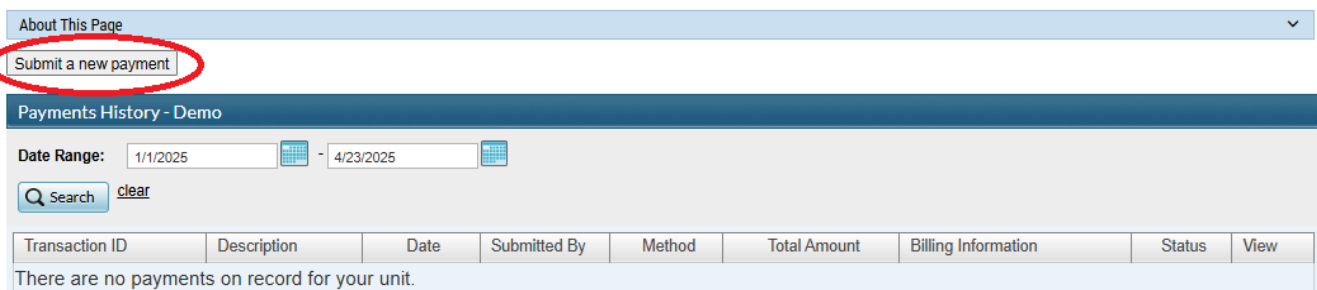
To make a payment for the moving bond, kindly follow the steps below.

Step 1: While signed in to Buildinglink’s resident portal, go to Payments.



Step 2: Click the Submit a new payment button.

Resident Payments



Step 3: Select the payment category and complete the form with your credit card details.

For your security, and the protection of your credit card information, you have been redirected to this SSL-encrypted page. The credit card information entered by you on this page is format by your building's credit card vendor, Stripe.com.

Instructions: Payments submitted by you here will be posted to your building's credit card merchant account via a secure, encrypted connection, and your property management v

Submit a New Payment

Resident Payment Info

Resident Unit #(required): Demo

Resident Name(required): Vienna Test

Send Email Receipt to:

Payment Details

Select a Payment Method: Credit Card

Payment Category(required): Select

Description:

Payment Amount:

Credit Card Convenience Fee (Non-Refundable): [\(What is this\)](#)

Sales Tax:

Total Amount Due:

Credit Card Info

Name on Credit Card(required):

Credit Card(required): Card number

Save Card securely for future use Set as Default Card

Billing Information for this Account

Name(required):

Step 4: Click the 'Submit payment' button at the bottom of the page to complete the request. This will send a confirmation email to the Building Manager that you have already paid the bond. Only then can your booking be formally approved.

Billing Information for this Account

Name(required):	<input type="text"/>
Street(required):	<input type="text"/>
Suburb(required):	<input type="text"/>
State(required):	--State-- ▾
Country(required):	United States ▾
post Code:	<input type="text"/>
Phone:	<input type="text"/>

For residents that require assistance bookings can be made directly with Building Management and payment can be made directly to the Owners Corporations bank account:

Account Name: Strata Sense Pty Limited ITF SP 53194

Bank: Macquarie Bank Limited

BSB: 182-222

Account Number: 2456-34431

Description: (Apt # / Surname / First Name)

BOND REFUND

On completion of your booking, you must contact Security or Building Management who will inspect the Community Hall, and assuming there is no damage or breach of the Conditions of Use, Management will process the refund directly back to your credit card usually paid within 2-5 days. Please note the credit card fee is non-refundable.

CONDITIONS OF USE

- The Community Hall is only to be used between the hours of 7am to 10pm. Closing time is strictly 10pm.
- Any activities that cause a nuisance, disturbance, or injury to other users or residents are **strictly prohibited**. Disorderly conduct or abuse of community property may result in forfeiture of future use.
- **Smoking and alcohol consumption are strictly prohibited in the Community Hall and all common areas (penalty applies).**
- Drunk or inappropriate behavior will not be tolerated and may result in forfeiture of booking rights.
- The Community Hall must not be altered in any way, including adjusting fixtures, hanging items, or using fireworks, flammable liquids, or open flames.
- Microphones, DJ's, portable speakers or loud music are not permitted.
- Children under 12 must be supervised at all times by a responsible adult.
- No parties are allowed, except for children up to the age of 6. Kids parties must end by 3.00PM.
- The area must not be used for religious activities or commercial use.
- The hirer assumes full liability for any injury or damage occurring during the use of the Community Hall and indemnifies the Owners Corporation should such occur.
- The hirer must obey instructions from Building Management or security at all times.
- Prior approval is required for any variation to these conditions. This approval is not transferable, and the approved applicant is responsible for maintenance and any damage to community property or equipment.

CLEANING AFTER USE

- Residents and their guests must ensure that the Community Hall area is thoroughly cleaned after use to the original standard. This includes:
 - Wipe down of all benchtops, tables, kitchen sink area and furniture, De-grease and clean all scraps, fat and oil residue from any kitchen pans, oven or hot plates if used.
 - Vacuum and mop the floor.
 - All rubbish placed in the bins provided. Recyclable material including glassware is to be placed in the appropriate disposal area in the building. Left-over food or rubbish must not be left in the sinks or in any other part of the Community Hall area.
 - The Community Hall fridge must be cleaned and left empty of items after use.
 - 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 any spillages are mopped /wiped.
 - 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 the Community Hall and surrounding property caused by themselves or their guests shall be borne by the Resident responsible for the booking and taken from the bond.
- If there are any questions regarding booking or the use of the Community Hall, please don't hesitate to speak to Building Management on the contact methods above.