



EMBASSY TOWER & EMBASSY RESIDENCES II

STRATA PLANS 94161 & 94160

1 & 3-17 Marshall Avenue, St. Leonards

P: 02 7208 8896

E: [management@embassystleonards.com.au](mailto:management@embassystleonards.com.au)

W: [www.embassystleonards.com.au](http://www.embassystleonards.com.au)

# COMMUNITY ROOM BOOKING PROCEDURES & CONDITIONS OF USE

- The Community Room is located on level 1 of Embassy Residences II across from the BBQ area. The Community Room is available for use by Owners and Occupiers between 9am and 8pm daily and must be booked at least 48 business hours prior to use on a first-in basis.
- A bond of \$500.00 is required to be paid when booking the room. An inspection of the room will be carried out by Building Management before and after the booking to ensure that all areas are cleaned to their original state and that all fixtures and fittings are in good operating condition.
- Residents are required to inform Building Management at the earliest opportunity of any damage or cleaning issues caused to the Community Room during their usage.
- The maximum number of people who may use the Community Room during a reservation (inclusive of the Resident) is 40. The Resident making the booking must be present **at all times** during the reservation and ensure that all guests are aware of and adhere to the Conditions of Use.
- 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.

## MAKING A BOOKING

- Only building residents registered on the BuildingLink system are permitted to book the Community Room and reservations are approved on a first come, first served basis. All reservations shall be made via the BuildingLink system at least 48 business hours prior to the booking.
- To make a booking, login to BuildingLink, accessible via the building's website, [www.embassystleonards.com.au](http://www.embassystleonards.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 'Community Room' and complete the form with your proposed booking time.
- Bookings will be approved by Building Management within 24 business hours and residents must then pay the \$500 bond to the Strata Manager via the Owners Corporation's Trust Account below. This bond must be paid at least 48 business hours prior to the reservation time and Building





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Management will not provide access to the area until confirmation the bond has been received in the form of a payment receipt.

**Account Name: DP1224077                      BSB: 124-367                      Account Number: 22866096**  
**Description/Reference: Strata Plan, Lot number (i.e. SP94160 L3)**

- At least 48 business hours prior to your booking residents must make contact with Building Management to arrange collection of the room key and so that an inspection of the room can be completed. This key must be collected during Building Management hours, currently 8am to 4.30pm 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**. In particular, residents using the area 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 Community Room is 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 supervised at all times 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 Community Room and surrounding areas and the hirer indemnifies the Owner's Corporation against such injury or damage.
- The hirer must obey instructions from Building Management at all times. Prior approval is required if the hirer requests any variation of any of the above conditions.

#### **CLEANING AFTER USE**





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- Residents and their guests must ensure that the Community Room is thoroughly cleaned after use 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 the Community Room 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 Room, please don't hesitate to speak to Building Management on the contact methods above.

Regards

**EMBASSY BUILDING MANAGEMENT COMMITTEE**

