



**WHELAN PROPERTY GROUP**  
STRATA MANAGEMENT SERVICES

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**1<sup>RE</sup>: COMMUNITY ASSOCIATION DP 270127**  
**ABBOTSFORD COVE, 378 GREAT NORTH ROAD, ABBOTSFORD**  
**BOOKING REQUEST FORM FOR COMMUNITY ROOM (at the Clubhouse)**

Full name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

*I/We request to book to the Clubhouse for:*

Date requested: \_\_\_ / \_\_\_ / \_\_\_\_\_

Time requested: \_\_\_:\_\_\_ am/pm until \_\_\_:\_\_\_ am/pm **(4 hours maximum)**

For the event of: \_\_\_\_\_

## CONDITIONS OF CLUBHOUSE BOOKINGS:

Kindly note that this is a community facility and there are some conditions which we ask you and your group to observe:

1. The booking is for exclusive use of the Community Room and Kitchen area only. It does not include the Pool, Tennis Court, Gymnasium, Sauna or Toilets. The booking is for a maximum period of 4 hrs. Bookings more than 4 hrs will not be accepted without the written approval of the ACCA Committee.
2. The Community Room, Clubhouse and surrounding area must be vacated and locked down by **10:00pm**. You must include enough time to clean the community Room and Kitchen by **10:00pm**. Social gatherings and parties must conclude no later than **6pm**.
3. You must ensure that your activities do not disrupt surrounding residents. Noise levels **MUST** be kept to a minimum at all times. No amplified music shall be allowed after **6pm**.
4. The garden and lawn areas between the tennis court and the Café are not community property. They belong to the Café and are not to be used for ball games.
5. The entire area is a **NO SMOKING / NO VAPING** zone.
6. The set-up of furniture for a function must not obstruct access for other residents using the facilities. This is a safety concern in case of emergency evacuation.
7. Air-conditioning: Please note that the air-conditioner runs for approximately 30 minutes at 22 degrees upon pressing the button on the wall.

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8. No cooking or food preparation is allowed in the community room or on the deck areas, or within the pool enclosure. Please use the kitchen area only. Please note BBQ Cooking is not permitted within the Clubhouse, the surrounding deck area, or the pool enclosure.
9. At the conclusion of your gathering the Community Room and kitchen must be swept and/or mopped. Cleaning equipment must be provided by the person booking the Clubhouse.
10. Decorations must not be pinned or taped to the walls, only blu-tac or equivalent can be used. All decorations are to be carefully removed so as not to damage the paint prior to leaving the room.
11. All chairs must be stacked at the swimming pool end of the Community Room. All tables must be placed at the opposite end of the Community Room under the AC unit. The three (3) small, fixed tables are to be placed on the right-hand side and the large folding tables stacked against the wall on the left-hand side. You must not leave any chairs or tables in the kitchen, on the deck or within the pool area.
12. All rubbish must to be removed and placed in the appropriate bins in your own Strata Building. *DO NOT place any rubbish in The Cove Dining Co's rubbish bins.*
13. Hirers of the Clubhouse for functions are requested to limit the number of attendees to 25 persons.
14. Please check the following areas of the clubhouse before setting up for your function.
  - a. **Kitchen:** cleanliness of sink, fridge, bench tops, floor.
  - b. **Toilets:** cleanliness of female, male, disabled toilets.
  - c. **Community room:** general cleanliness of the room including the floor, furniture in place.
15. The Pool gate and the Pool entry doors from the Clubhouse and the Sauna / Gym Corridor must be kept shut and locked at all times when not in immediate use and must not be propped open.
16. Failure of the hirer or their group to adhere to these Community Room (Clubhouse) conditions of use could result in refusal of future bookings. Any extra costs for repairing damage, cleaning, security attendance or management services fees including any change to bank account details will be deducted from your deposit.
17. **No bookings will be confirmed without the acceptance of these terms and conditions.**

I/We \_\_\_\_\_ confirm acknowledgement and will adhere to the above conditions.

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

Please return a signed copy accepting the terms and conditions of the use of the Clubhouse and bank account details so that your booking can be finalised. Following receipt of this booking request form we will formally approve your booking request in writing.

Should you have any concerns or queries, please contact your Strata Manager on 02 9219 4111 or [tiarne@whelanproperty.com.au](mailto:tiarne@whelanproperty.com.au)

Yours Faithfully,  
**WHELAN PROPERTY GROUP PTY LTD**  
Clubhouse Booking Form – Rev D – March 2025

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## **ACCOUNT DETAILS FOR BOND DEPOSIT REIMBURSEMENT**

**Providing the room is left as required, the above conditions are observed and no complaints are received regarding the booking the deposit will be refunded after ten (10) \*\* working days from the date of the function. If conditions are not observed or complaints are received the above deposit will only be refunded after an investigation has been completed. Any extra costs mentioned in Condition 16 above will be deducted from the deposit.**

Your Full Name: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account \_\_\_\_\_

\*\* Please do not follow up the return of the deposit until the expiry of 10 working days as this will generate additional management service fees which will then be deducted from the deposit.