



WHELAN PROPERTY GROUP
STRATA MANAGEMENT SERVICES

WHELAN PROPERTY GROUP

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XXXXXXXXXX

ABBOTSFORD COVE NSW 2046

XX/XXX/2020

VIA EMAIL: XXXX

Dear XXXX,

**RE: COMMUNITY ASSOCIATION DP 270127
ABBOTSFORD COVE, 378 GREAT NORTH ROAD, ABBOTSFORD
RESERVATION OF COMMUNITY ROOM (at the Clubhouse)**

We confirm your tentative booking for the Community Room on:

Date: XXXX | Time: XXXX

Conditions of bookings:

Kindly note that this is a community facility and there are some simple rules 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.
2. The Community Room, Clubhouse and surrounding area must be vacated by 10:00pm. You must include enough time to clean and return tables and chairs before 10:00pm.
3. In addition, you are reminded to ensure that your activities do not disrupt surrounding residents. Noise levels including music **MUST** be kept to a minimum at all times.
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 area is a **NO SMOKING** zone.
6. The set-up of furniture for a function should not obstruct access for other residents using the facilities.
7. Air-conditioning: Please note that the air-conditioner runs for three (3) hours at 21-22 degrees upon pressing the button on the wall.
8. BBQ cooking is not permitted. No cooking or food preparation is allowed in the community room or on the deck areas. Use the kitchen area only.
9. At the conclusion of your gathering the Community Room, kitchen and toilets are to be swept and/or mopped. Cleaning equipment will be found in the kitchen.
10. Decorations must not be pinned or taped to the walls, only blu tack or equivalent can be used. All decorations are to be carefully removed prior to leaving the room.

11. The chairs are to be stacked at the swimming pool end of the Community Room and the tables left at the opposite end of the room. The three (3) small fixed tables are to be left on the right hand side and the large folding tables stacked against the wall on the left hand side. Please do not leave any chairs or tables in the kitchen or pool side.
12. **All rubbish is to be removed and placed in the appropriate bins in your own Strata Building. DO NOT place any rubbish in the The Cove Dining Co rubbish bins.**
13. Failure to adhere to Community Room (Clubhouse) regulations could result in refusal of all future bookings.
14. Hirers of the Clubhouse for functions are requested to limit the no. of attendees to 50 persons.
15. **Please return a signed copy accepting the terms and conditions of the use of the Clubhouse so that bank account details can be provided so that your booking can be finalised. (No bookings will be confirmed without the acceptance of these terms and conditions.)**
16. **Providing the room is left as required and the above rules observed, the above deposit will be refunded within seven (7) days.**
17. **For a refund please return the bottom of this slip with all relevant details completed following the success of your event.**
18. Please check the following areas of the clubhouse before setting up for your function;
 - i. **Kitchen:** cleanliness of sink, fridge, bench tops, floor.
 - ii. **Toilets:** cleanliness of female, male, disabled toilets.
 - iii. **Community room:** general cleanliness of the room including the floor, furniture in place.
19. If there are any problems, please photograph the area and contact Whelan Property Group on 9219 4111 or, if after hours, Vicki Mail on 0414945517;

Signature

Date

Yours faithfully,
WHELAN PROPERTY GROUP PTY LTD



BRONWYN EADES
Licensed Strata & Community Manager

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ACCOUNT DETAILS FOR DEPOSIT REIMBURSEMENT;

Your Full Name: _____

Account Name: _____

BSB: _____

Account Number: _____