

FUNCTION ROOM BOOKING

I have read, understand and agree to abide by the terms and conditions of use, and I acknowledge and agree that:

- a) Use of the Function Room is at my own risk. My booking cannot be accepted without my signing the insurance indemnity, item 9 of the Terms and Conditions
- b) I will inform myself of all relevant Western Australian Government directions and guidelines relating to COVID-19, and will fully comply with them.
- c) I fully indemnify the strata company from any and all consequences, and fines or penalties imposed, in the event of government regulations and requirements not being adhered to.

Name _____ Unit Number _____

Telephone (mobile / home) _____

Email _____

Booking		Facilities requested					
Date	Start time	Trestle Tables Max 4	Plastic chairs Max 30	Oven Y/N	Microwave Y/N	Fridge Y/N	Hot water Y/N

Signed _____ Application Date _____

TERMS & CONDITIONS OF USE OF THE CERESA FUNCTION ROOM (INCLUDES THE ASSOCIATED FACILITIES)

- 1. All COVID-19 restrictions and measures must be adhered to.
- 2. Only *current residents* of Ceresa may apply to use the Function Room.
Filling in and submitting the latest version of this form is the only acceptable method to book.
- 3. When considering whether to book the Function Room please take into account the following restrictions/limitations:
 - a. Functions, meetings, or events open to the general public or with a commercial or business purpose are not permitted.
 - b. The maximum number of people allowed in the Function Room under governing fire safety and other regulations is forty (40).
 - c. Exclusive use of the Function Room under a booking is six (6) hours and the function must conclude by 10 pm.
 - d. Booking the Function Room does not provide exclusive use of other Ceresa Common Areas.

- e. Bookings can be made up to three months in advance. The Strata Manager may apply discretion if multiple bookings are received for the same dates.
 - f. The Strata Company does not warrant that the Function Room and associated facilities have been sanitized. It is recommended that the facility be sanitized prior to use.
4. To ensure that the right to quiet enjoyment of their home by all residents of Ceresa is not infringed, booking of the Function Room carries with it the following obligations which the person making the booking acknowledges and undertakes:
- a. That all Ceresa by-laws, guidelines, and house rules as they stand will be complied with.
 - b. That acceptable behaviour will be maintained at all times and that the person making the booking is responsible for the actions of their guests.
 - c. That at the end of the function guests will leave the Ceresa premises promptly.
 - d. That at the end of the function the Function Room will be left in a clean and undamaged condition. The room must be left clean, ready for the next user, as soon as possible after the end of the function but in any event not later than 10 am on the morning after the function, or earlier if the room has been booked for an earlier time. **The Room and associated facilities must be sanitized after use to prevent the spread of the virus that causes COVID-19.**
5. A \$400 (four hundred dollars) bond is payable by Electronic Funds Transfer to secure the booking; A booking is not confirmed until the bond payment has been received.
6. Any breach of the Terms and Conditions may result in forfeiture of the bond.
7. The Strata Council or its nominated Contractor(s) is empowered to close down a function if any term or condition of the application is breached.
8. The resident who booked the facility will be responsible for the cost of any cleaning, repair of damaged caused, and replacement of any damaged or broken item over and above the Bond amount.
9. You are advised that both the Strata Company, and you personally, could be liable for claims for injury from your invited guests whilst they are on Common Property at Ceresa. The Strata Company is insured, **are you?** It is likely that your own Contents Insurance includes a Legal Liability clause covering you for such claims. I confirm that I have Legal Liability insurance that covers me against any and all claims for personal injury to any of my invited guests whilst using Common Property at Ceresa, or alternatively, accept my personal responsibility for such claims, and fully indemnify the Strata Company.
10. Please submit the completed application form to the Building Manager (BuildingManager@ceresa.com.au). The Building Manager will check whether the room is available; if it is he will inform you and forward your application form to the Strata Manager (StrataManager@ceresa.com.au). The bond must be paid to the Strata Manager, who will provide account details for payment by Electronic Funds Transfer.
11. Submitting an application in accordance with this form and paying the bond signifies that you fully accept the terms and conditions.

This form may be completed using free-download Adobe Reader, with the built-in Fill and Sign tool. Electronic completion and submission is encouraged.