

Castel Residences

Community Clubhouse Booking Procedures

1. Check preliminary availability on the notice board inside the clubhousefront (can be viewed from outside). Please note this is indicative only and is constantly updated.
2. If available on the proposed date of your function, please phone one of the contacts below to arrange your booking.
3. Please ensure you have read and understood the attached **Conditions of Use** and if your function requires prior written approval from the Executive Committee, please ensure you allow at least one week prior to your function for this consideration.
4. Please note bookings are on a first in first processed basis and you will be notified promptly if your requested function date is not available.
5. Keys and alarm code are to be collected from the nominated Executive Committee member and your deposit bond paid at least 24 hours before the function.
6. Please ensure keys are returned to the nominated Executive Committee member within 24 hours from the end of your function, at which time your bond will be returned, provided the **Conditions of Use** have been satisfied.
7. The clubhouse may be booked for a function on the day following your function, so it is important that cleaning & tidying is completed as soon as possible after completion of your function.

Noting some previous isolated incidents, your attention is drawn to Condition 6 within the attached **Conditions of Use**. The Clubhouse is not a purpose built function facility and as such, has no dedicated parking. Parking must be within visitor parking spots within the Estate or on streets external to the Estate.

Under no circumstances are cars to be parked on grass verges or on any roads within the Estate. The roads are for mixed use including pedestrians, bicycles, strollers and motor vehicles and are therefore for the safe use of the entire community. It is the direct responsibility of the hirer to ensure this requirement is met by attending guests.

Executive Committee Contacts

NEIL McTAVISH	PH: 0419 240 281	8 San Giorgio Circuit
PETER BROWN	PH: 0400 492 339	1 Baronia Circuit

Castel Residences

Community Clubhouse Booking Form

Name: Contact Number:

Email contact:

Address:

Date of Function:

Time of Function: From To..... No. of people **attending**:

Details of any 3rd party providing services to the function:

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Conditions of Use

1. A cleanliness & damage bond of \$100 cash must be received prior to the function, plus a non-refundable hiring fee of \$100.00;
2. The maximum number of guests permitted at each function is 30, unless prior written approval is granted by the Executive Committee;
3. The resident who has hired the facility must be present during the whole period of the booking and is solely responsible for the conduct of all persons and any event happening at the facility for the duration of the hiring period;
4. As the clubhouse is located in a residential area, noise & music must be maintained to a minimum;
5. The clubhouse is only available for use between the hours of 10am & 10pm;
6. Cars can only be parked in visitor parking bays. No parking is available on roadways or grass verges;
7. The clubhouse and immediate surrounds are **NON SMOKING** areas;
8. The use of skateboards, bicycles, scooters or rollerblades is not permitted inside the clubhouse and in the immediate surrounds (including the BBQ area and the front garden area);
9. No animals (excluding guide dogs) are permitted inside the clubhouse at any time;
10. All children under the age of 12 years must be supervised by an adult at all times;
11. The owners of DP270516 accept no responsibility or liability for damages or loss of goods or property of the hirer or their guests occurring at the clubhouse before, during or after the function;
12. The hirer is financially responsible and liable for any damage to any goods or property, furniture, fixtures and fittings as provided for their enjoyment by the owners of DP270516. The use of drawing pins, staples or any other fastening material on the walls or ceilings is prohibited. Any repair & replacement cost will be the responsibility of the hirer; The Hirer will on demand pay to the owners DP270516 an amount sufficient to compensate the owners DP270516 for any damage resulting from any misuse or damage by the Hirer or his invitees or licensees.
13. The clubhouse must be left clean and tidy. This includes cleaning the floors, toilet, BBQ and wiping down benches, sinks & furniture. Any subsequent cleaning required to be done will have the cost deducted from the bond;

14. All rubbish & debris is to be removed from the clubhouse & surrounding area;
15. It is the responsibility of the hirer to ensure the clubhouse is secured. This includes:
 - a. locking windows and doors;
 - b. Closing blinds (roll down by chain);
 - c. Turning off BBQ's at the control in the meter room;
 - d. Turning off lights;
 - e. Activating the security alarm.
16. The clubhouse is air conditioned. If air conditioning is used, it is a requirement that the doors are closed at all times;
17. If the hirer is using a 3rd party to provide entertainment or catering, they must provide details of the 3rd party and confirm they have current public liability & workers compensation insurance & any other permit requirement to operate their business;
18. If alcohol is being consumed by guests, the hirer is responsible to ensure the responsible consumption of alcohol & to ensure that the NSW liquor Laws of harm minimization are complied with. Therefore, the hirer must ensure that the consumption of alcohol must:
 - a. Have regard to the need to minimize alcohol related harm;
 - b. Encourage responsible attitudes towards drinking in the community; and
 - c. Not be provided to minors (those under the age of 18 years old) or to intoxicated persons.
19. The owners of DP270516 do not expressly or impliedly warrant that the clubhouse is now or will remain suitable or adequate for all or any of the purposes of the Hirer. The Hirer acknowledges that no promise representation or warranty has been given by or on behalf of the Owners of DP270516 in respect thereof.
20. The Hirer at his expense at all times will observe and comply with the provisions of every NSW and Australian Law and every rule regulation and the requirements of every government or other competent authority so far as such enactments or requirements relate to or affect the Clubhouse and are occasioned by the nature of use or occupation by the Hirer of the Premises, including COVID or similar health requirements.
21. The Hirer will at all times comply with the By-laws of the Community.
22. If any Conditions of Use are not met, the Castel Executive reserves the right to not allow future bookings by the hirer.

I (Hirer) agree to the Conditions of Use for hire of the clubhouse.

Signed: Date:

I (Committee Member) confirm receipt of the \$100 bond and the \$100 hiring fee. I have issued the hirer with the keys & the alarm code.

Signed: Date: