



**JACKSONS LANDING**  
SYDNEY HARBOUR

**THE STATION - RESERVATION REQUEST FORM**

Please return to the Resident Services Manager in order to process your booking. (Maximum Capacity: 80 Seated or 114 Standing)

Name .....	Address .....
Event Type/Category.....	Event Date .....
<b>(no commercial activities permitted)</b>	
Start time (incl set up) .....	Finish Time (incl clean up) .....
Mobile Phone .....	Home Phone .....
Driver's license number and expiry date.....	Email Address.....
Number of Guests .....	Cleaning Co (to be used) .....
Limited Glassware, Crockery and Cutlery (Security to Unlock)	<input type="checkbox"/> YES <input type="checkbox"/> NO
CA Glassware, Crockery and Cutlery Hire (\$100 Non-Refundable Charge)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Audio Visual System required	<input type="checkbox"/> YES <input type="checkbox"/> NO

<b><u>OFFICE USE ONLY</u></b>	
Cleaning Company booked <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit Bond Received <input type="checkbox"/> Yes <input type="checkbox"/> No
\$100 Fee Received (Glassware, Crockery, Cutlery) <input type="checkbox"/> Yes <input type="checkbox"/> No	Note .....

Your signature confirms your acceptance of responsibility for the terms and conditions following and any loss or damage to The Station or its contents. The contents of The Station include, but are not limited to the listed items.  
I confirm that I reside at Jacksons Landing and will be in attendance at this function.

Signature	Print name	Date
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**1. Noise and Acceptable Behaviour**

Noise must be kept to an acceptable level at all times, during the event **and as guests are leaving**. (Community Association By-Law 17.1)  
The following rules apply to music at the Station:

- No bands and/or jumping castles allowed inside the Station. If jumping castles are approved by Department of Planning outside the Station on a grass then no electrical cables to be run over walkways and only portable generator must be used.
- No amusements or games to be used without approval of Resident Services Manager (RSM) /Community Association. Examples: disc jockey, smoke generators, juke boxes or any games.
- No sound systems are to be brought from outside – this includes karaoke, tin tables, amplifiers or other systems.
- Only The Station's sound system is to be used.
- Windows and doors are to be closed after dark.
- If the resident and/or guest does not behave appropriately, the guard may exercise their right to call the police. Penalties may apply.

Please be advised that the resident and security guard have the right to call police if they are affected by unacceptable noise levels. Please refer to the council website <http://www.cityofsydney.nsw.gov.au/live/report-local-issues/noise/neighbourhood-noise>

The Community Association does not tolerate anti-social behaviour, which includes drunkenness, shouting, excessive noise levels and the use of bad language. To minimise the risk of this occurring, the resident and/or guest is asked to ensure that guidelines for the responsible service of alcohol are followed, especially:

- No alcohol to be consumed past the boundary of the veranda
- That alcohol is not served to persons under 18 years of age
- That alcohol is not served to persons who appear to be intoxicated

If an attendee does not comply with a request from a security officer to desist from antisocial behaviour, the police may be called.

**1. The Station Facilities**

Kitchen	Kitchen –Storeroom	Furniture	Audio Visual *
<input type="checkbox"/> Oven & Gas Cook Top	<input type="checkbox"/> Freezer (Community use only)	<input type="checkbox"/> Chairs	<input type="checkbox"/> AV Cabinet
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> CA Glassware (Fees Apply)	<input type="checkbox"/> Trestle Tables	<input type="checkbox"/> Control iPad
<input type="checkbox"/> Refrigerator & Freezer	<input type="checkbox"/> CA Crockery (Fees Apply)	<input type="checkbox"/> High Top Tables	<input type="checkbox"/> Projector & Screen (turn the television on and make sure that the projector is in focus)
<input type="checkbox"/> Zip hot water system	<input type="checkbox"/> CA Cutlery (Fees Apply)	<input type="checkbox"/> Small Round Table	<input type="checkbox"/> Wireless Microphone x2
<input type="checkbox"/> Microwave	<input type="checkbox"/>	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> DVD Player
<input type="checkbox"/> Limited Glassware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> TV + Radio
<input type="checkbox"/> Limited Cutlery & Crockery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HDMI Cable or VGA
<input type="checkbox"/> Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Audio cord and 3.5 mm audio jack

**Non-refundable hire charge:** Because of the continual loss of stock, there is a non-refundable \$100 hiring fee for residents who want to use The Community Associations glassware, crockery and cutlery. These items are locked in the storeroom, and access will only be provided upon receiving of payment. Please note that this fee is separate from the \$500 bond. If you do not wish to pay this fee, please provide your own glassware, crockery and cutlery.

**You will need to provide your own detergent, cleaning cloths and scourers, tea towels, tablecloths.**

## **2. Bond**

The Community Association has resolved that a \$500 bond be deposited with the RSM together with your booking request form to secure your reservation. Until your request form and deposit are received, your booking cannot be guaranteed. To provide the bond, please contact RSM with your Visa or Mastercard. This bond will be used to cover any damage, loss, cleaning and/or any additional costs incurred as a result of your function.

## **3. Insurance**

You are advised to ensure that service providers carry relevant professional liability insurance where appropriate. Please provide us a current copy for your insurance document.

## **4. Cancellation Policy**

\$100 fee will apply if the Station is cancelled within 2 days before scheduled event and/or if the resident doesn't show up.

## **5. Conditions of Use**

The Station is available for booking by residents ONLY and is for the use of residents and their invited guests. The Station cannot be hired out to the general public or utilised for commercial use. When booking The Station, please note that you as the organiser of the function are required to be on-site during the entire event and the on-site contact person. Restricted users are not entitled to utilise The Station facility (please refer to by-laws).

The permitted number of guests is a maximum of 80 people seated or alternatively 114 people standing.

## **5. Hours of Operation**

The Station is available for use during the following hours:

Sunday to Thursday: 7am to 3:30pm or 4:30pm-11pm

Friday & Saturday: 7am to 3:30pm or 4:30pm-12am

New Year's Eve: 7am to 3:30pm or 4:30pm-1am

The Station and its surrounding area must be vacated quietly by all guests no later than the times specified.

## **6. Significant dates**

For dates of significance as specified in the rules (please refer to by-laws), requests can be lodged with RSM and prior to the date a ballot will conducted to determine the successful applicant.

## **7. Cleaning & Damages**

The Station facility must be left in the same manner as it was found before commencement of your function. Security will conduct inspections before and at the conclusion of your function to determine any damage caused or cleaning required. This report will be jointly signed off by you and security guard representative. Any rectification work to the premises or its contents will be at the resident's cost; however, work will be approved and completed by the Community Association.

The Community Association recommends use of the Community Association cleaning company Aster. Contact details can be obtained from RSM who can assist with booking the cleaners. Cleaning costs are to be borne by the booking resident.

## **8. Station by-laws and rules**

For the Station by-laws and rules, please refer to Jacksons Landing website: [www.jacksonslanding.net.au](http://www.jacksonslanding.net.au) or alternatively call RSM on 85659494

## **9. Access to Facility**

To obtain access to The Station please see a security officer at the Gatehouse who will complete a pre-inspection report with you and provide access to The Station.

## **10. Garbage and Recycling**

All garbage is to be bagged and placed in the garbage bin on the veranda, bottles, cans and cardboard boxes are to be deposited in the recycling bin on the veranda. It is recommended you bring some large plastic bags for purposes of the above.

**Note: If you do not want anyone interfering and using the amenities, please ask Security to lock the Station entry door.**



## **THE STATION**

### **RESPONSIBILITY OF BOOKING RESIDENT FOR GUESTS AND CLEANING**

- RESIDENT TO BE PRESENT FOR PRE AND POST INSPECTIONS AND TO SIGN WITH SECURITY
- CLEANING OF THE STATION AND VACATING OF THE STATION IS TO BE COMPLETED WITHIN THE TIME BOOKED. FOR EXAMPLE ON A SATURDAY NIGHT THE STATION IS TO BE CLEANED AND VACATED BY 2400 HOURS
- TOILETS ARE TO BE CLEANED AND WASTE PAPER TOWELLING REMOVED TO THE GARBAGE BINS
- THE RESIDENT IS RESPONSIBLE FOR GUESTS WHO ARE TO BE REQUESTED TO LEAVE THE VICINITY AT THE TIME THE BOOKING ENDS
- THE RESIDENT IS REQUIRED TO ADVISE GUESTS THERE IS TO BE NO POST FUNCTION OR CONGREGATING IN THE PARK OR COURT YARD ADJOINING THE FACILITY
- WHEN LEAVING PLEASE REMEMBER THIS IS A RESIDENTIAL AREA AND TO KEEP NOISE LEVELS TO ACCEPTABLE STANDARDS (I.E – THAT MEANS NO NOISE COMPLAINTS FROM RESIDENTS)
- ENSURING THE PROJECTOR IS OFF, LENS IN FOCUS (TV PICTURE FITS THE SCREEN) WITH THE SCREEN UP AND THE AV RACKING POWER SWITCHED OFF AS PER THE INSTRUCTIONS
- RETURNING THE TWO WIRELESS MICROPHONES TO SECURITY FOR RECHARGING

Thank you for your cooperation

Resident Services Manager

On behalf of Community Association Executive Committee DP270215

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