



JACKSONS LANDING
SYDNEY HARBOUR

THE STATION - RESERVATION REQUEST FORM

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

Name	Address
Event Type/Category.....	Event Date
(no commercial activities permitted)	
Start time (incl set up)	Finish Time (incl clean up)
Mobile Phone	Home Phone
Facsimile	Email Address
Number of Guests *	Cleaning Co (to be used)
Limited Kitchen Cabinet 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

OFFICE USE ONLY

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 allowed
- No amusements or games to be used without approval of RSM/Community Association. Examples: disc jockey, smoke generators, juke boxes or any games.
- No sound systems, including karaoke, are to be brought in from outside.
- Only the Station's sound system is to be used.
- A volume control limiter is to be placed on the Station's sound system.
- Windows and doors are to be closed after dark.
- If the responsible resident does not behave appropriately, the guard may call the police; and will notify the Resident Services Manager advising that the responsible resident should be placed on the black list.
- Residents adversely affected by noise should complain to Security on the night (who sends a report to the Resident Services Manager). They should wait to see if Security can manage the problem. After, say, 15 minutes, they should ring the City Council Rangers (if on the waterfront, which is SHFA's responsibility); otherwise the Police.

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

- 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)	<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
<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"/> HDMI Cable
<input type="checkbox"/> Limited Glassware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Audio Cord
<input type="checkbox"/> Limited Cutlery & Crockery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DVD Player
<input type="checkbox"/> Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 available to those who pay this fee (separate from the \$500 bond). If you do not wish to pay this fee you should bring your own glassware, crockery and cutlery.

You will need to bring detergent, cleaning cloths and scourers, tea towels, tablecloths.

2. Bond

The Community Association has resolved that a \$500 bond be deposited with the Resident Services Manager together with your booking request form to secure your reservation. Until your request form and deposit are received, your booking cannot be guaranteed. All cheques should be made payable to "The Community Association DP270215". This bond will be used to cover any damage and/or additional cleaning 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.

4. Cancellation Policy

Resident Services Manager should be notified as soon as possible if the event is to be cancelled.

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.

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

6. Hours of Operation

The Station is available for use during the following hours:

Sunday to Thursday: 7am to 11pm
Friday & Saturday: 7am to 12midnight
New Year's Eve: 7am to 1am

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

Station booking times are to be 7am to 3.30pm and 4.30pm to 11 or 12pm.

7. Booking

For dates of significance as specified in the rules, requests can be lodged with Resident Services Manager and 3 months prior to the date a ballot will conducted to determine the successful applicant.

8. Cleaning & Damages

The Station facility must be left in the same manner as it was found before commencement of your function. Resident Services Manager/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 the Resident Services Manager/Security 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 Resident Services Manager who can assist with booking the cleaners. Cleaning costs are to be borne by the booking resident.

Cleaning should be done between 3.30pm and 4.30pm unless other arrangements are negotiated between residents.

Security must be notified at the conclusion of your function.

9. Complete Rules

A complete set of rules for use of the Station is available from Resident Services Manager and on the Community website.

10. 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.

11. Garbage and Recycling

All garbage to be bagged and placed in the garbage bin on the veranda

Bottles, cans and cardboard boxes to be deposited in the recycling bin on the veranda

It is recommended you bring some larger plastic bags for above purposes

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.



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)

Thank you for your cooperation

Resident Services Manager

On behalf of Community Association Executive Committee SP270215



CHECKLIST FOR THE STATION
(TO BE GIVEN TO RESIDENTS ON COMMENCEMENT OF EVENT)

For any problems please see the security officer at the Gatehouse.

- Pre inspection** with the security officer
- Noise:** please keep noise to an acceptable level, be considerate of the neighbours, and have all guests leave by the designated time.

Cleaning Areas:

Kitchen

- All bench tops and cupboards must be wiped down.
- Floor is to be swept and mopped.
- Microwave, refrigerator, oven & cook top to be cleaned after use.
- All garbage to be recycled and bagged and deposited in bins supplied on the veranda.
- Freezer is to be emptied and cleaned.
- Dishwasher is to be cleaned & emptied.
- All leftover food items to be removed from refrigerator
- Cutlery, crockery & glassware to be washed and packed away
- All surfaces including walls & tiles to be cleaned & wiped down

Hall

- All chairs & tables to be packed neatly in cupboard
- Whiteboard to be packed neatly in cupboard
- Floors to be swept and mopped
- Audio Visual equipment to be stacked in cupboard and cupboard locked
- All blinds to be drawn
- All surfaces to be cleaned & wiped down

Bathrooms

- Floors to be swept & mopped
- Mirrors to be cleaned
- Hand basins to be cleaned
- Toilet bowl to be cleaned

- Noise when guests are leaving:** Please encourage your guests to be considerate of our neighbours and leave quietly. Groups waiting to be picked up should wait inside the Station.

- Notify security** when you leave.
- Notify security** of any breakages, or replace broken items.