

## **LEISURE CENTRE FUNCTION BOOKING CONDITIONS**

The Leisure Centre facilities are available for the use of all residents of Royal Palms Green for private functions. These conditions are to assist users to ensure the facilities are presented for the enjoyment of all residents, even though the facility may be used to host resident functions from time to time.

**NOTE: All functions are subject to The Body Corporate Committee approval with due consideration to the comfort, safety and care of all residents and The Body Corporate assets:**

- ❖ The Leisure Centre is for general resident use, and as a result, all facilities associated with it, are nonsmoking areas.
- ❖ A one off code for the front gate for attending guests will be set up once payment of the deposit is made. It will ring the designated number you have advised.
- ❖ Functions can be booked between the hours of 9am to midnight each day (but no exclusive functions can be booked on Public holidays). All functions must move inside the Leisure Centre Function Room after 10pm.
- ❖ All bookings should be made in advance - by phone or email in the first instance, and then confirmed in writing on the "Booking Request" Form.
- ❖ A \$250.00 security/cleaning deposit is required with the booking. A fee of \$50.00 will be deducted to cover running costs, and the balance refunded the working day following the function provided the premises are left in a clean and tidy condition.  
NOTE: The security/cleaning Deposit needs to be paid at least 1 week in advance of the function, and all bookings are not FIRM until this deposit is paid.
- ❖ When cleaning up, the cleaning equipment will be left in the men's toilet and it should be returned to that point.
- ❖ All rubbish is to be bagged, tied and placed in the garbage skip which is located to the side of the building behind wooden gates (Near the Pool Filters). Replacement bags for bins are to be found in the drawers in the kitchen.
- ❖ Cleaning of the function room and removal of all food and drink from the fridge and must be completed by 9.00am the day following day. (Any food or drink remaining will be discarded by Resident Manager).
- ❖ All surfaces are to be cleaned down and left free of food and debris.
- ❖ All floor surfaces are to be cleaned down free from food and debris.
- ❖ The Bar-B-Q is to be cleaned and the area free of food and debris (If Used).
- ❖ Please ensure that all guests respect your body corporate's property.
- ❖ Any damage or loss will be the responsibility of the resident booking the function centre.
- ❖ The pool, gym and toilets are communal areas and residents cannot be excluded from these facilities.
- ❖ Glass or breakable items are not permitted in pool area, food and alcoholic beverages must not be taken inside the pool safety fence or consumed in that enclosed pool area.
- ❖ **UNDER NO CIRCUMSTANCES ARE THE POOL AND FUNCTION ROOM GATES AND DOORS TO BE**
- ❖ **HELD OPEN AT ANY TIME.**
- ❖ **ADULT RESIDENTS MUST BE IN THE POOL AREA TO SUPERVISE CHILDREN AGED UNDER 13**
- ❖ **WHILE THEY ARE INSIDE THE FENCED POOL AREA.**