



Leisure Centre Function Conditions

E: royal.palms@bigpond.com

T: (07) 4723 0026



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 non-smoking areas.
- ❖ 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. The Pool Deck cannot be booked for a private function.
- ❖ All bookings MUST be made a minimum of 14 days in advance on the "Booking Request" Form which is available from the On-Site Manager or can be emailed if requested.
- ❖ Once the function request has been approved, a \$200.00 security/cleaning deposit paid in **cash** is required to confirm the booking. A minimum fee of \$50.00 will be charged for cleaning, if required, based on \$50.00 per hour or part thereof and will be deducted if the areas used are not cleaned to standard, including floors, tables & chairs, toilets, glass doors/windows, cook top & oven, benches or BBQ area, including removing any and all rubbish. The balance will be available for refund the first working day following the function.

NOTE: The security/cleaning Deposit needs to be paid as soon as possible after being advised the function is approved. All bookings are not CONFIRMED until this deposit is paid.

- ❖ Instructions for operating the gas stove can be found in the booklet in the kitchen drawer.
- ❖ Sticky tape is **not** to be used on painted surfaces. Any tape residue on tables etc must be removed. All **blue tack** must be removed.
- ❖ The cleaning equipment will be left in the men's toilet and it should be returned to that point. Spray'n'Wipe etc is located at the kitchen sink.
- ❖ All rubbish is to be bagged, tied and taken home for disposal. 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 must be completed by 9.00am the following day unless there is another function booked for the same day. (Any food or drink remaining will be discarded by Resident Manager).
- ❖ The comfortable chairs and coffee tables must be returned to the original position. Tables to be left against the wall and the chairs stacked leaving room for the door to the kitchen to be opened or closed.
- ❖ All surfaces are to be cleaned down and left free of food and debris.
- ❖ All floor surfaces are to be vacuumed/swept and mopped and left free from food, grease and debris.
- ❖ Men's and Ladies toilets are to be cleaned.
- ❖ The BBQ and tables and chairs are to be cleaned and the area free of food and debris (If used).
- ❖ Please ensure that all guests respect your body corporate 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.**