

Westralian Apartments Facility Booking Form Request

**Board Room - Main Function Room - Theatrette - Pool Lounge
BBQ Facility - Tennis Court - Billiard Table - Table Tennis Table**

Name _____ Apartment Number _____

Facility requested _____

Date _____ Day _____

Time Requested _____ am/pm to _____ am/pm

Type of Function _____ Number of Guests - Adults () Children ()

Will Alcohol be Served _____ Do you plan to have Music or Outside Entertainment _____

Are You a Resident Owner or Resident Tenant (Please Circle) _____ Owner _____ / _____ Tenant _____

If you are a Resident Tenant please list the details of the Property Manager and or Real Estate Agent

Property Manager or Real Estate Agent _____

Contact Name _____ Tel Number _____

DECLARATION AND AGREEMENT:

I hereby accept full responsibility and liability for any damage, or harm caused as a result of the function that I will be holding:

- To the common areas or common property of The Westralian
- To the people whom I have employed and visitors attending my function

I understand and agree that:

- I must be present at all times throughout the function
- I will abide by the Private Function Rules and, Westralian Apartments House Rules and any failure to do so may result in my being liable to pay all costs for any damage/ repairs , and cleaning and being banned from holding future functions
- I will inform all of my guests that smoking is not permitted in or around any common areas of the complex
- The function will not exceed the cut off time limit
- I will inspect the area prior to the function and will highlight any damage to the Building Manager, and any other damage found after the function will be deemed to have been caused by me or my guests at the function
- Non-resident guests will not access or use any of the common area facilities, with the exception only of the facility that I have booked and the common toilet facilities
- The booked Facility and any common toilet facilities that were used will be cleaned, tidied and left in the same condition that they were in, prior to the function,

I acknowledge that I have been provided with a copy of the Private Function Rules and have read the Booking Form and understand my Responsibilities and I am responsible and liable to and for all the conditions contained within these documents.

Signed _____ Date _____

Resident Owner / Tenant

Approved and Signed by the Building Manager _____

Date _____ Initialled Diarised and Filed _____