



### Facilities Booking Request

*(Your booking does not grant you "Exclusive Use" – these areas must be accessible to all residents at ALL times)*

Bookings are restricted to residents of Royale Apartments.

A reply to your Booking Request will be left in your letterbox as soon as practicable after receipt.

In fairness to all residents we are unable to cater for "all day" bookings.

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Your apartment number: \_\_\_\_\_

Your full name (please print): \_\_\_\_\_

Your contact details: Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date you require the booking: \_\_\_/\_\_\_/20\_\_\_. Number of Attendees: \_\_\_\_\_

Times required: From \_\_\_\_\_ am/pm. To \_\_\_\_\_ am/pm

Facility required (please tick): Lounge

Boardroom:

\_\_\_\_\_  
Your Signature \*

\_\_\_/\_\_\_/20\_\_.

*Strata Manager*

\* By signing and submitting this Booking Request you acknowledge and accept the Terms and Conditions on the reverse side of this form.



**Booking Request Terms and Conditions**  
(Your booking does not grant you "Exclusive Use" –  
these areas must be accessible to all residents at ALL times)

**1. Definitions**

- "caretaker"** the caretaker appointed by the Strata Manager from time to time;  
**"complex"** Royale Apartments, 396 Hay Street, Perth;  
**"reserved area"** the facility you have reserved for use;

**2. Conditions**

- A deposit of \$200.00 must be paid upon confirmation of the booking.
- Numbers of guests are limited to 14 only, when booking the common lounge areas.
- Booking times are a maximum of four hours only at any time.
- No more than four guests are permitted in the pool area at any time.
- No visitors parking is permitted in the residents' car parking areas, unless within your own car parking bay. Offending vehicles will be clamped without notice.
- Bookings can be made a maximum of three months in advance. Bookings will be confirmed one month prior to the date. There will be a limit of four bookings per year per apartment (the year to run 1 July to 30 June).
- The caretaker will inspect the reserved area with you both before and after your booking.
- You must remain with your guests at all times as their actions are your responsibility.
- Costs for any damages caused to the area you have booked will be billed to you directly and your deposit will be forfeited.
- You must clean the reserved area thoroughly. If you fail to do so you will be billed for any cleaning costs incurred to restore the area to a clean condition.
- Notwithstanding the times of your booking the reserved area must be cleaned and vacated prior to lock-up by the caretaker at 10.00 pm.
- Smoking is prohibited in all common areas of the complex at all times.
- Any person who breaches Schedule 1 By-laws is, subject to Section 42A(2) of the Act, liable to pay a penalty of \$400.00 or such other amount as is prescribed by the Act from time to time and forfeit of the deposit.
- The proprietor shall indemnify the strata company for any injury or illness as a result of inappropriate behaviour of proprietor's invitees whilst attending the function.

**Please retain these Terms & Conditions for your reference.**

Thanking you,

Strata Manager