



**Residents' Committee Policy**  
**Use of common areas**

The following areas are available for use by Village residents and their visitors, free of charge. The arrangements for reserving each of these areas vary, as does their suitability for different size groups and types of event.

**All bookings must be made with the Village Manager (Steve Dawson), prior to the event.** Please call 42331714 for an appointment to discuss your requirements.

A cleanup checklist will be provided by the on-site Caretaker at the start of the event & should be completed & returned to the Caretaker after the event.

**DESCRIPTION OF AREAS:**

**The Sky Lounge, Observation Deck and associated kitchen** are for the use of all residents. Any resident wishing to hold a private gathering in this area may do so, providing that the event does not adversely impact on the entitlement of other residents to enjoy these facilities.

There are certain types of functions which have been determined by the Residents' Committee to be inappropriate at this venue, being:

- Wakes
- Parties (eg weddings, birthday parties etc) where the person for whom the event is for, is not a Village resident
- Events where more than 30 people will attend (not including Village residents)
- Events lasting more than one and a half hours (excluding setup & cleanup times)
- The venue must be vacated by 10:00pm (including cleanup)

All events of more than ten people must be booked in advance in the following manner:

- **Check availability** of the area on the calendar in the Sky lounge.
- **Do not write on the calendar**, as the Village Manager will do this once you have contacted them to confirm the booking.

**The Village Centre** contains three rooms, the largest of which may be booked for private functions by Village Residents.

There are certain types of functions which have been determined by the Residents' Committee to be inappropriate at this venue, being:

- Parties (eg weddings, birthday parties etc) where the person for whom the event is for, is not a Village resident.
- Gatherings of more than 50 people (including all children)
- Functions lasting longer than three hours (not including setup & cleanup time)
- The venue must be vacated by 10:30pm (including cleanup)

All events of more than ten people must be booked in advance in the following manner:

- **Check availability** of the area on the calendar in the Village Centre.
- **Do not write on the calendar**, as the Village manager will do this once you have contacted them to confirm the booking.

**The Function Room and BBQ area in Stage 5** are able to be booked for exclusive use.

There are certain types of functions which have been determined by the Residents' Committee to be inappropriate at this venue, being:

- Parties (eg weddings, birthday parties etc) where the person for whom the event is for, is not a Village resident.
- Functions lasting longer than three hours (not including setup & cleanup time)
- The venue must be vacated by 10:30pm (including cleanup)

All events of more than ten people must be booked in advance in the following manner:

- **Check availability** of the area on the calendar in the Function Room.
- **Do not write on the calendar**, as the Village Manager will do this once you have contacted them to confirm the booking.

### **Conservatory Stage 5 level 3**

There are certain types of functions which have been determined by the Residents' Committee to be **appropriate** at this venue, being:

- General meetings of residents
- Concerts
- Fashion Parades
- Tai Chi class

Each event must first be approved by the Village Manager

## GENERAL CONDITIONS OF USE OF ALL AREAS:

In exchange for using these facilities at no cost, the following obligations apply:

- The facilities must be left in the same condition of cleanliness and order as they were found. This includes the cleaning of toilets.
- **Please do not bring children on site unless you are prepared to supervise them properly.** This means maintaining constant oversight of all children by an adult to ensure that children do not leave the area of the event and do not act inappropriately. Children should not be allowed to ride skate-boards, scooters or bikes anywhere within the Village grounds. Balls are not allowed to be used.
- A host for the event must be nominated in advance and must liaise with the Village Manager to ensure that all attendees understand and agree to these conditions of use. **The host is personally responsible for ensuring compliance with these guidelines.**
- All rubbish must be disposed of properly (ie removed from the event area to the garbage area)
- Dishwashers must be unpacked and items stored in their correct locations
- The event host is responsible to ensure that items such as tea towels and garbage bags are supplied. Tea & coffee can be used, however all other consumable items (eg milk) are the responsibility of the event organiser to provide

## PLEASE ALSO NOTE:

- All common areas are equally available to residents of Stages 1 to 5
  - In order to ensure the greatest equity of access to these facilities, no bookings or reservations of any common areas can be made on declared public holidays
  - No bookings can be made more than 12 months in advance
  - Bookings for regular weekly events must give way to one-off events such as wakes etc
  - Due to their private nature, wakes may only be held in the Village Centre or Stage 5 function room and not in the Sky lounge area
  - Smoking is not permitted in all common areas, including the Stage 5 observation deck
  - In the event that the agreed usage and standard of behaviour is not adhered to, the host must follow the directions of the caretaker on duty, including ceasing the function immediately if requested to do so
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## BOOKING APPLICATION

Name of resident: ..... Unit number .....

Name & contact details of host (where not the resident):

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Location of event (please circle one):

Sky-lounge area          Village Centre          Stage 5 level one function room

Date of event:     /     /

Time of event: from .....am/pm **to** ..... am/pm

I agree to these conditions of use.....