



THE STATION – BOOKING FORM Updated August 2024

Please return to Resident Services Management (RSM), at 45 Bowman Street, to process your booking.

Note that:

- **the maximum capacity is: 80 seated or 114 standing.**
- **commercial activities are not permitted.**
- **the finish time is always five minutes before the end of the booking i.e. 25 past or 5 to the hour.**

Name	Address				
Mobile phone	Email				
Event type / category	Home phone				
Number of guests	Event date				
Start time (including setup)	Finish time *(including clean-up)				
Use of station glassware, crockery and cutlery (security to unlock)		Yes		No	
CA Glassware, crockery and cutlery hire (\$100 non-refundable charge)		Yes		No	
Audio visual system required		Yes		No	
Microphones required		Yes		No	
Cleaning company name	Booked	Yes		No	
OFFICE USE ONLY					
\$100 CA Glassware, crockery and cutlery hire charge received		Yes		No	
\$250 damages bond received		Yes		No	
\$100 cancellation/no show fee paid		Yes		No	
Notes:					

Your signature confirms your acceptance of responsibility for the terms and conditions following and any loss or damage to The Station or its contents. The contents of The Station include but are not limited to the listed items. I confirm that I reside at Jacksons Landing and will attend this function.

.....
Signature

.....
Print name

.....
Date



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1 Noise and Acceptable Behaviour

Noise must be kept to an acceptable level, during the event and as guests are leaving (Community Association By-Law 15.1). The following rules apply to music at The Station:

- No bands are to be used.
- No amusements or games to be used without approval of Resident Services Management (RSM) /Community Association. Examples: disc jockey, juke boxes or any games, smoke generators. Penalties will apply for using smoke systems!
- No sound systems are to be brought from outside – this includes karaoke, turntables, amplifiers, or other systems.
- Only The Station's sound system is to be used.
- Windows and doors are to be closed after dark.
- If the resident and/or guest does not behave appropriately, the guard may exercise their right to call the police. Penalties may apply.

Please be advised that the resident and security guard have the right to call police if they are affected by unacceptable noise levels.

Please refer to the Council website <http://www.cityofsydney.nsw.gov.au/live/report-local-issues/noise/neighbourhood-noise>.

The Community Association does not tolerate anti-social behaviour, which includes drunkenness, shouting, excessive noise levels and the use of bad language. To minimise the risk of this occurring, the resident and/or guest is asked to ensure that guidelines for the responsible service of alcohol are followed, especially:

- No alcohol to be consumed past the boundary of the veranda
- That alcohol is not served to persons under 18 years of age
- That alcohol is not served to persons who appear to be intoxicated

If an attendee does not comply with a request from a security officer to desist from antisocial behaviour, the police may be called.

2 The Station Facilities

Kitchen	Kitchen – Storeroom	Furniture	AV System
Oven & gas cook top	CA glassware	Chairs	Projector & Screen
Dishwasher	CA crockery	Trestle tables	AirServer (screen mirroring)
Zip hot water system	CA cutlery	Small round table	Four microphones
Microwave		Whiteboard	Connections:
Limited glassware		High top tables	- Bluetooth
Limited cutlery & crockery			- HDMI, VGA, 3.5mm audio (incl. cables)
Exhaust system			- 3.5mm audio jack
Refrigerator			- WiFi internet connection

3 Non-refundable Hire Charge

Because of the continual loss of stock, there is a non-refundable \$100 hiring fee for residents who want to use The Community Association's glassware, crockery, and cutlery. These items are locked in the storeroom, and access will only be provided upon receipt of payment. Please note that this fee is separate from the \$250 bond.



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If you do not wish to pay this fee, please provide your own glassware, crockery, and cutlery. You will need to provide your own detergent, cleaning cloths and scourers, tea towels, tablecloths.

4 Damages Bond

Residents must pay a bond to hold a social function, and security will check before and after the event for any damage, using the **Station Checklist**. The bond must be paid by credit card at least 48 hours before the event, either in person to Estate Management or by phone. It will be entered directly into the EFTPOS machine; a receipt will be produced, and no details of the credit card will be kept.

One reminder will be sent to each resident reminding them to pay the bond at least 48 hours beforehand, or **THE EVENT WILL BE CANCELLED**. Assuming no damage, the resident will need to provide credit card details after the event, either in person to Estate Management or by phone, for the bond to be refunded.

We appreciate that this may be inconvenient for some, but this is the only way to ensure that the bond is paid, and that Estate Management does not store personal details that could be obtained illegally by a third party.

THIS IS TO PROTECT YOUR IDENTITY AND CREDIT CARD DETAILS

5 Insurance

You are advised to ensure that service providers carry relevant professional liability insurance where appropriate. Please provide us a current copy for your insurance document.

6 Cancellation Policy

\$100 fee will apply if The Station is cancelled within 2 days before scheduled event and/or if the resident doesn't show up.

7 Conditions of Use

The Station is available for booking by residents **ONLY** and is for the use of residents and their invited guests. The Station cannot be hired out to the general public or used for commercial use. When booking The Station, please note that you as the organiser of the function are required to be on-site during the entire event and be the on-site contact person. Restricted users are not entitled to use The Station (please refer to by-laws).

The permitted number of guests is a maximum of 80 people seated or 114 people standing.

8 Hours of Operation

The Station is available for use during the following hours:

- Sunday to Thursday: 7am to 3:30pm or 4:30pm-11pm
- Friday & Saturday: 7am to 3:30pm or 4:30pm-12midnight
- New Year's Eve: 7am to 3:30pm or 4:30pm-1am

The Station and its surrounding area must be vacated quietly by all guests no later than the times specified.

9 Significant dates

For dates of significance as specified in the rules (please refer to by-laws), requests can be lodged with RSM and prior to the date a ballot will be conducted to determine the successful applicant.



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10 Cleaning & Damages

The Station must be left in the same manner as it was found before commencement of your function. Security will conduct inspections before and at the conclusion of your function to determine any damage caused or cleaning required. This report will be jointly signed off by you and security guard representative. Any rectification work to the premises or its contents will be at the resident's cost; however, work will be approved and completed by the Community Association.

The Community Association recommends use of the Community Association cleaning company, **currently Aster**. Contact details can be obtained from RSM who can assist with booking the cleaners. Cleaning costs are to be borne by the booking resident.

11 Station by-laws and rules

For The Station by-laws and rules, please refer to Jacksons Landing website: www.jacksonslanding.net.au or alternatively call RSM on 02 8565 9400.

12 Access to Facility

To obtain access to The Station please see a security officer at The Gatehouse who will complete a pre-inspection report with you and provide access to The Station.

13 Garbage and Recycling

All garbage is to be bagged and placed in the garbage bin on the veranda. Bottles, cans and cardboard boxes are to be deposited in the recycling bin on the veranda. It is recommended you bring some large plastic bags for purposes of the above.

Note: If you do not want anyone interfering and using the amenities, please ask Security to lock The Station entry door.



THE STATION - RULES

RESPONSIBILITY OF BOOKING RESIDENT FOR GUESTS AND CLEANING

- RESIDENT TO BE PRESENT FOR PRE AND POST INSPECTIONS AND TO SIGN WITH SECURITY
- CLEANING OF THE STATION AND VACATING OF THE STATION IS TO BE COMPLETED WITHIN THE TIME BOOKED. FOR EXAMPLE, ON A SATURDAY NIGHT THE STATION IS TO BE CLEANED AND VACATED BY 12 MIDNIGHT
- TOILETS ARE TO BE CLEANED AND WASTEPAPER TOWELLING REMOVED TO THE GARBAGE BINS
- THE RESIDENT IS RESPONSIBLE FOR GUESTS WHO ARE TO BE REQUESTED TO LEAVE THE VICINITY AT THE TIME THE BOOKING ENDS
- THE RESIDENT IS REQUIRED TO ADVISE GUESTS THERE IS TO BE NO POST FUNCTION OR CONGREGATING IN THE PARK OR COURTYARD ADJOINING THE FACILITY
- ENSURING THE AV SYSTEM IS OFF I.E. THE "HOME SCREEN" IS DISPLAYED ON THE CONTROL PANEL, THE PROJECTOR IS OFF AND THE SCREEN IS IN THE "UP" POSITION AS PER THE INSTRUCTIONS
- RETURNING THE AV DEVICES CASE TO SECURITY (INCLUDING FOUR WIRELESS MICROPHONES, REMOTES AND THREE CABLES)
- WHEN LEAVING PLEASE REMEMBER THIS IS A RESIDENTIAL AREA AND KEEP NOISE LEVELS TO ACCEPTABLE STANDARDS (I.E. NO NOISE COMPLAINTS FROM RESIDENTS)

Thank you for your co-operation

Resident Services Management
On behalf of Community Association Committee DP270215