



Raine & Horne[®]
Corporate Facilities

ABN: 61 161 671 174
2 Kennedy Street, Kingston, ACT
PO Box 3537, Manuka, ACT, 2603
Phone: 0262956888

Monday 25th January 2016

The Owners
Units Plan 2413
'Landmark Apartments'
Barton ACT 2600

Dear Owners,

Re: Units Plan 2413 – Landmark – Common area booking form

The Executive Committee has decided to introduce a common area booking form. Please find a copy attached for your reference.

The form has been implemented to guarantee that residents will be able to enjoy Landmark's green spaces while ensuring that the interests of all residents are protected. In addition, it will prevent clashes where more than one group seeks use of a common area at the same time.

Personal casual use of the common areas does not require completion of this form. It is envisaged that the form will apply to any large functions of groups of more than 10 adults.

It is requested that, prior to utilising the common areas beyond personal use, as defined above, the form be completed and given to the Building Manager – Charles Peereboom.

Please contact the undersigned if you require any further information.

Stephen French
Strata Manager
Raine & Horne Corporate Facilities
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NAME			
ADDRESS			
State		P/Code	
E-MAIL			
TELEPHONE		Office	
		Mobile	
REQUESTED AREA	BBQ Area	BBQ Area	Landmark Greens
Please circle required area	Building 41	Near Gym	Between 5-7 Bowen Drive
DATE			
TIME START			
TIME FINISH			
NUMBER ATTENDING			
WASTE REMOVAL PLAN -			
ADDITIONAL COMMENTS -			
Terms and Conditions of usage			
1. House Rules - Please see attached			
I have read and understand the terms and conditions of usage and agree to be bound by them. Should I fail to abide by these conditions I am aware that approval for this event will be forthwith cancelled.			
Name -			
Signature -			
Date -			