

Standard Operational Policy

Issued by CCMC for Community Corporation No. 25624 Inc.

Topic: Use of Sky Deck

The EGM 2015 resolved Use of the Sky Deck – Level 13 as below:

That the use of the Sky Deck by anyone including third party external customers be limited to Corporate functions and not to be used for Social functions for the general public, by way of example, weddings, engagements, birthday parties or similar. This is to ensure that the common property is not exposed to unnecessary wear and tear by general public events.

It is not the intention of this policy to exclude the use by authorised users and their family members or small groups.

This resolution has been passed because of the number of incidents where functions have been permitted to the detriment of the facility and other users. .

Tenants and Owners (authorised users) may utilise the Sky Deck facilities for social functions provided that the owner or tenant hosting the function remains at all times with the attendees and attendee numbers are less than or equal to 25 persons.

Function reservations are mandatory and subject to availability and confirmation of reservation does not infer exclusive use of any area.

It is an expectation that authorised users and their attendees are at all times respectful of other users and that the volume of any audio device remains at a considerate level.

The use of the BBQ's is not permitted unless a function reservation has been confirmed. Gas cylinders are not permitted in the Building at any time.

Functions must conclude no later than 9:45 pm to ensure area is cleaned and vacated by 10pm as specified in Corporation By-Law 39.11

The CCMC reminds Tenants and Owners that these facilities were designed for use by occupants and not as a general recreation area for families, friends and other members of the general public.

The Management Committee has implemented a zero tolerance approach to the Sky Deck facilities. Any Authorised User whose behaviour, or the behaviour of attendees that contravene the intended use or quiet enjoyment of these facilities, the Corporation will issue the applicable Penalty Notice and access to Level 13 will be removed from the host (authorised user) for a period of not less than 3 months.

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SKY DECK RULES & BOOKING REQUEST

Sky Deck Users

The Community Corporation Management Committee of CC25624 has, in consultation with many owners, and other relevant parties developed a set of rules for use of the sky deck and for bookings and functions. To ensure that the Corporation property is well maintained and an appropriate behaviour standard is achieved, it has been necessary to develop these rules. The Committee appreciates your support to ensure the appropriate standards are maintained, and would also note that the Committee does have authority to implement and enforce such rules.

SKY DECK RULES

(Effective October 2014)

Issued in accordance with the Community Titles Act 1996 and By-Laws and repeals all previous Rules.

Definitions:

"Sky Deck" means: the terrace designated on roof top as Areas A, B, C inclusive of Pool Deck & Spa. The Sky Deck is community property.

"Facility" means: same as Sky Deck

"CCMC" means: Community Corporation Management Committee as duly elected

"Building Manager" means; the individual contracted by the CC to manage the operations of the building

"Insurance" means: appropriate Public Liability Cover and other covers as appropriate from time to time.

"User (s)" means: tenants or landlords of the above named CC Building

"Preferred Use" means: that preference is given to a tenant or landlord before any external party

"Landlords" means: the Owners of Lots within CC 25624

"Tenants" means: the paying occupiers of Lots within CC 25624

"Hospitality function" means: a function with non-paying guests hosted and attended by a tenant or landlord.

"Commercial function (s)" means: all catering or entrance fee based gatherings where the entity hosting the function makes a financial gain while using the common property of the CC.

"Cost" means: a fee levied by the CC which will be attributed the Sinking Fund for the Building net of cleaning and repair costs incurred by misuse of the facility

Retain for your reference

SKY DECK RULES & BOOKING REQUEST

Recitals:

1. The Sky Deck does not form automatic inclusion when hiring the Function rooms (1& 2) on Level13, hence the Operator of those function rooms is bound by these By- Laws without relief or exception.
2. The Sky Deck is for the preferred use of all Users. Such Users contribute to the cost of maintaining that area through their apportioned Body Corporate Fees.
3. The Sky Deck is Community Property for use as a resource for equitable enjoyment by all or any Users.
4. Tenants and Landlords holding hospitality functions should deposit \$250.00 with the Building Manager at time of booking, this is for the cleaning and any repairs that may be consequential to the use of the space, this deposit will be refundable after inspection of the facility and all is found in order. Credit Card payments not accepted, cash or cheque preferred.
5. Should the Sky Deck area be used by a third party not deemed a User then that is prohibited without the approval of the CCMC or Building Manager. The Corporation will allow the Committee to determine approval and cost, however a rate of \$250.00 per section shall apply.
6. Should the Sky Deck area be used by a User who is holding an event for commercial purposes, including but not limited to the imposition of a fee for attendance, then it will be deemed as a commercial function, then prior approval is to be sought from the CCMC. As such the base fee will be \$250 per section.
7. Users who are given permission to host a "commercial function" must ensure they have adequate Public Liability Insurance (Minimum Value \$10 Million) in the case of third party participation. They must also ensure that they have regulatory approvals (eg Liquor Licensing etc) prior to the booking. In all cases evidence of such insurance and approvals must be provided in writing when lodging the booking form with the Building Manager.
8. Should the Sky Deck area be used by a User, who is holding an event at which invited guests are part of its own business function or personal function, then the By-laws and rules still apply for Sky Deck usage and liability for any damage incurred remains as stated, however there will be no charge for such use. The \$250 refundable bond applies in all such bookings.
9. When a User has booked any of the Sections of the Sky Deck, it shall be deemed that they have exclusive rights to "quiet enjoyment" of those sections and for the allocated booking time.
10. Under no circumstances can a User transfer any rights or authority to a third party to use the Sky Deck and its amenities.
11. The evening use of the Sky Deck is limited to 10pm (7 days per week) unless otherwise agreed and consented by the CCMC or Building Manager on behalf of the CCMC. Permission for later use can be granted by the Building Manager at a cost of \$250 per section with a limitation to 12pm (7 days per week). Should a function extend past 10:00pm without permission a fee of \$250 will be charged as well as the potential for breaches of the rules and subsequent fines.
12. Nobody has exclusive rights to the Sky Deck - no more than two areas can be booked by a single owner, tenant, or organisation on a single date. When utilising two areas, Area B must be one of them.

Retain for your reference

SKY DECK RULES & BOOKING REQUEST

Recitals (continued):

13. It is the responsibility of the user to ensure the area is clean after use. This includes the area booked, barbeques, and any common areas utilised through the booking. Building Management inspects areas after use and reserves the right to recover any cleaning costs.
14. All property and rubbish must be removed on the day of the booking.
15. No items are to be thrown off the roof of the Sky Deck. This will result in the maximum \$2000 fine plus police action.
16. Sky Deck bookings do not provide exclusive right to common property - gym area, pool etc. Common property is not to be removed from its original destination without permission from the Building Manager.
17. No food or drinks must be taken outside the area booked.
18. An owner or tenant must not do anything that may prejudice the security or safety of common property.
19. The entire building including the Sky Deck is non-smoking.
20. No visitor, client, or guest may enter the Sky Deck unless accompanied by an authorised swipe card holder.
21. No other cooking appliances other than the barbeques provided may be brought onto the Sky Deck or common property.
22. **Community Corporation 25624 Inc. Management Committee (CCMC) has resolved that the Use of the Fitness Centre and Pool enclosure on Level 13 shall be restricted to Tenants (their Staff) & Owners above the age of 18.**

Breaches of Rules :

It should be noted that a breach of the Sky Deck Rules and/or the Corporation By-Laws may result in a fine of up to \$2000 as allowed under the Community Titles Act per breach. The Community Corporation is also authorised to recover any costs incurred by damage to common property as a result of a Sky Deck booking.

Users should be aware that the Corporation has video surveillance and Security access card system operating 24 hours a day. Card holders are responsible for issued access cards. Misuse identified to an access card will be deemed to be the card holder's responsibility unless advised in writing to the Building Manager. Should lost or stolen card notification be received after the scheduled event time and date that card holder's liability still remains.

Should the Building Manager be required to attend the property to deal with any situation as required, the Corporation may also impose on the Authorised User an after-hours call out charge of \$150.00 + gst per hour minimum two hour engagement for each weekend, public holiday or after hours attendance, .

Retain for your reference

SKY DECK RULES & BOOKING REQUEST

Health and Safety

Community Corporation 25624 Inc. is committed to ensuring the rights of everyone to a safe environment are respected and maintained. As the Authorised User and host of this function the welfare of your guests and others is your responsibility.

Please note of the following considerations:

1. Community Corporation 25624 Inc. By-Laws specify **Level 13 access until 10:00pm**. If there is **any** reason why you may require access past 10:00pm you **must** advise the Building Manager prior to the function. The Building Manager will assess your request and may provide afterhours access to Level 13. Failing to notify the Building Manager and remaining on Level 13 past 10:00pm is as mentioned contravening CC 25624 Inc. By-Laws but more importantly, **you will have no mechanism of providing access to this Level should any emergency situation arise. This places you and your attendees in an unsafe environment.**
2. Afterhours access to the Building is only available to access card holders. **Sky Deck (Level 13) access is restricted till 10:00pm only**. Should there be any **first aid incident** requiring emergency assistance, the following considerations
 - Contact Emergency Services Phone 000
 - Provide assistance as required to the best of your ability
 - Enlist assistance from others to direct or manage the situation
 - Ensure an access card holder is immediately sent to the Ground floor foyer to provide access to Emergency Services personnel to the Building and Level 13
3. Ensure attendees are aware of the Emergency Evacuation procedures including emergency tones, emergency exits and assembly area.
 - Should there be a **fire incident** contact Emergency Services Phone 000
 - Ensure an access card holder is immediately sent to the Ground floor foyer to provide access to Emergency Services personnel to the Building and Level 13
 - Evacuate the area via the safest emergency exit point
 - After hours, and for smaller groups, it may be practical to utilise Hindmarsh Square as an Assembly area to enable you to brief Emergency Services of the incident and answer any queries. If utilising Hindmarsh Square as the Assembly point, please ensure all attendees use the pedestrian walkway when crossing the road.
 - Ask attendees to assist in identifying that all are present and have evacuated the Building
 - If applicable, advise and provide Emergency Services personnel of the completed attached Personal Emergency Evacuation Plan (PEEP)
 - Contact the Building Manager 0412 864 821

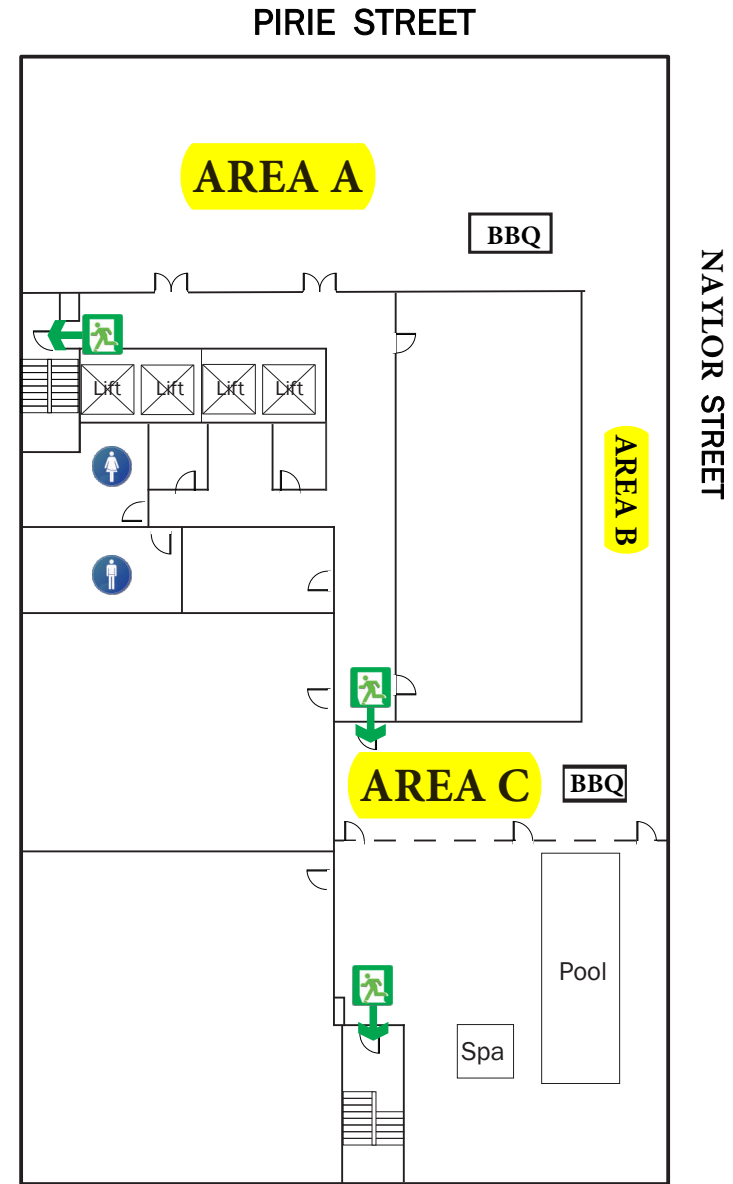
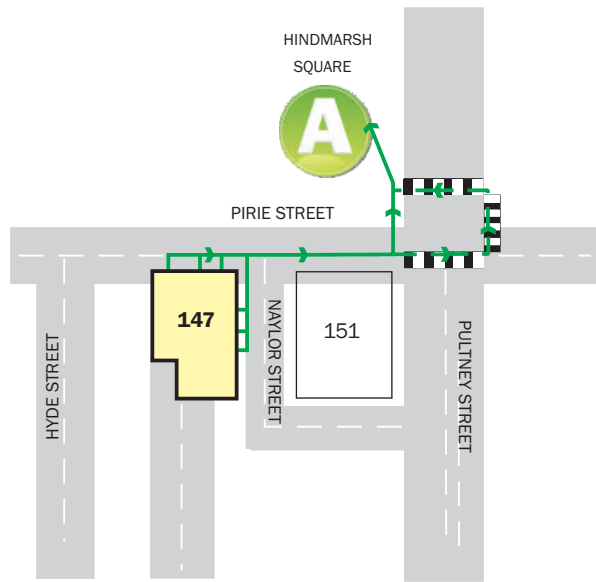
Retain for your reference

KNOW YOUR EXITS



EMERGENCY EXIT

ASSEMBLY AREA



SKY DECK

AURORA ON PIRIE, 147 PIRIE STREET, ADELAIDE

Diagram NOT to scale.

SKY DECK RULES & BOOKING REQUEST

PLEASE ENSURE YOU ARE AWARE OF THE TERMS & CONDITIONS OF USE.

**YOU ARE RESPONSIBLE FOR ENSURING ATTENDEES ABIDE BY CORPORATION BY-LAWS & POLICIES.
NO EXCEPTIONS!**

COVID - 19 RESTRICTIONS

1. A maximum of 25 persons is permitted at any event
2. ONLY areas A and C will be available WEEKDAYS for use whilst COVID - 19 restrictions are in place
3. Reservations will NOT be accepted for Area A and C from one entity or Suite for reservations that fall on the the same date.
4. It is your responsibility to return the completed Contract Tracing details for attendees prior to 3pm of intended function date.
5. ANY reservation for which the Corporation has not received a completed Contract Tracing Record by above indicated time, WILL have approval cancelled and the function is not permitted to proceed.

You will appreciate that the Management Committee is unable to guarantee exclusive use of some or all of the terrace space on Sky Deck (as this space is common area for all occupants of the building), but by completing the Form below and returning to the Concierge, we will be able to better coordinate any other people seeking to use the Sky Deck at the same time.

**All bookings will incur a deposit of \$250.00 (per area) to be paid at least 7 business days prior to reserved date.
Reservations are NOT confirmed until deposit has been received.**

RESERVATION DAY & DATE	
SECTION OF SKYDECK YOU WISH TO USE ** Refer below for further details	
TIME COMMENCING	
TIME CONCLUDING	
APPROX NUMBERS:	
PURPOSE OF EVENT	
RESPONSIBLE PERSON	
SUITE NUMBER	
CONTACT MOBILE	
CONTACT EMAIL	
ACCESS CARD NUMBERS	
WILL BBQ BE USED?	YES NO
Will alcohol be provided? NOTE liquor licence required if alcohol is provided for any fee based event.	YES NO
GLASSES BEING USED NOTE glass, bottles or cans may NOT be taken into Pool enclosure.	YES NO
YOU AGREE TO CLEAN BBQ & AREA OR FORFEIT BOND	YES NO
REMINDER: ATTENDEES MAY NOT ENTER THE POOL ENCLOSURE OR FITNESS CENTRE	

- ** SECTION A - North - The section overlooking Hindmarsh Sq (with BBQ).
SECTION B The section to the east of the Function Rooms. **UNAVAILABLE DURING COVID-19 RESTRCTIONS**
SECTION C South - The section between the pool and the gym (with BBQ).
Note: When utilising two areas, Area B must be one of them.

Return completed form to Building Manager

SKY DECK RULES & BOOKING REQUEST

Your signatory below indicates acceptance of the Corporations Terms of Use of the Sky Deck AND you AGREE to pay any Penalty NOTICE or fee imposed for breach of ANY By Law , Policy or Terms of Use condition:

- As the Host of this function, you are responsible for the safety and wellbeing of all attendees. Please ensure all attendees are aware of the **Emergency & Evacuation tones**, the **Emergency Evacuation procedures** and the **Assembly Area**.
- If any attendee(s) are mobility impaired, please complete the included **Personal Emergency Evacuation Plan for each individual**. Please provide a copy with your booking AND maintain onsite for Emergency Personnel.
- Some cleaning products and barbeque tools are located in the barbeque amenities room on Level 13 (please note you may have to bring your own cleaning products to adequately clean the area).Contact the Concierge prior to your booking to arrange access.
- The foyer sliding doors require swipe card access after-hours and on weekends .The Concierge is available for hire to provide entry and Sky Deck access to your guests. If you wish to hire the Concierge please advise the Building Manager.
- If you wish to transport any large items, loading zone and goods lift access can be arranged through the Concierge or Building Manager.
- Any music should be played at a reasonable level where it does not affect neighbours, tenancies or Common areas. **No** music after 10pm without prior approval from the Building Manager
- Any complaints regarding noise level will be deemed a breach of use and actioned accordingly.
- Any bookings of longer than 5 hours in duration must be approved by the Building Manager.
- Please report any incidents or damage immediately to Building Manager 0412 864 821.
- **Attending guests DO NOT have rights to the use of the Gym, Steam Room or Sauna facilities.**
- **No glassware permitted within the confines of the Swimming Pool / Spa glass balustrade area.**
- **Community Corporation 25624 Inc. Management Committee (CCMC) has resolved that the Use of the Fitness Centre and Pool & Spa enclosure on Level 13 shall be restricted to Tenants (their Staff) & Owners above the age of 18.**

Please email or hand-deliver completed form to the Building Manager (buildingmanager@aurorapirie.com.au) or the Concierge (concierge@aurorapirie.com.au) at your earliest or a minimum of seven business days before the reserved date.

I have read and agree to the terms and conditions of this booking application:

Name: _____ Tenancy or Lot Number: _____

Signed: _____ Date: _____

The deposit will be forfeited if the Authorised User does not adhere strictly to the Cleanliness Guidelines for BBQ notices posted in the amenities room or is in breach of any of the Sky Deck function rules and guidelines. Any additional fees incurred by the Corporation to rectify and/or restore the area to an acceptable standard will be at the Authorised Users expense and in addition to any fine imposed by the Corporation. **The Corporation may also impose on the Authorised User an after-hours call out charge of \$150.00 + gst per hour minimum two hour engagement for each weekend, public holiday or after hours attendance, should the Building Manager be required to attend the property to deal with any situation as required.**

Return completed form to Building Manager

SKY DECK RULES & BOOKING REQUEST

ONLY TO BE COMPLETED FOR ANY MOBILITY IMPAIRED PERSONS.

TO BE COMPLETED FOR EACH ATTENDEE. RETAIN COPY FOR OWN USE

PERSONAL EMERGENCY EVACUATION PLAN (PEEP).

Name.	Location.	Date
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Agenda Item	Yes	No	Comments.
<i>Is there an animal involved in aiding you through the evacuation?</i>			
<i>Are you trained in emergency response procedures?</i>			
<i>Do you require assistance? If yes what type?</i>			
<i>Is equipment required to aid evacuation?</i>			
<i>Are your assistants trained in emergency evacuation / response procedures?</i>			
<i>Are your assistants trained in the use of the evacuation equipment?</i>			

What is your preferred method of being notified of an emergency? Ie Text, vibrating text, e mail etc...

How would you like to receive updates of the emergency response procedures?

Return completed form to Building Manager

ONLY TO BE COMPLETED FOR ANY MOBILITY IMPAIRED PERSONS.

TO BE COMPLETED FOR EACH ATTENDEE. RETAIN COPY FOR OWN USE

Egress Procedure (Give step by step details. Add lines if necessary).

- 1.....
.....
- 2.....
.....
- 3.....
.....
- 4.....
.....
- 5.....
.....
- 6.....
.....

Attach a plan if required.

Issue Date...../...../.....

Review Date/...../.....

Occupants approval.....(Signature)

Date...../...../.....

Chief Warden approval.....(Signature) Name Date...../...../.....

Assistants approval.....(Signature) Name..... Date..../...../.....

Return completed form to Building Manager