

## **BBQ USE AND INSTRUCTIONS BOOKINGS REQUIRED**

Hello Everyone

This email is a reminder and advice to everyone on the procedure to book and use the BBQ facilities.

If you want to use the BBQ, you must book them with Management. A minimum of 72 hours' notice is required. If you do not provide the appropriate notice, it is highly unlikely that the booking will be accepted.

The BBQ cupboards are locked, the water and power turned off and the BBQ locked from use requiring a key to operate. The reason for this is to prevent others from within the Royal Pines Estate utilising our facilities which they are not entitled to but have readily done in the past.

Please note and understand the procedure for your ease of use and enjoyment.

### **PROCEDURE:**

- Email or Message Management of your intent to book the BBQ from the Marina Residences website (Must be done within the appropriate time frames)
- Management will confirm the availability via email, message or phone.
- The resident will deposit \$50.00, in an envelope with their name and apartment number noted and placed it in the Managers Mailbox in the appropriate wing or delivered to the office.
- Management will either leave the BBQ key in your mailbox or it can be collected from the office is advised to do so.
- Note there are specific keys for the East and West BBQ. The keys are not universal and are labelled East and West (nearest the pool).
- Use the BBQ by unlocking the cabinet doors, turn on the water and electricity and insert the key as required into the BBQ lock.  
THE BBQ LOCK IS BEHIND THE CUPBOARDS DOORS TUCKED UNDER THE BENCHTOP.
- Once the BBQ has been used, the BBQ must be turned off, cleaned and left, at the least, in the same condition you found it.
- Benchtops must be cleaned, tables and chairs cleaned and replaced neatly and all rubbish removed.
- All water and power must be turned off and the cupboards relocked.
- The key must be returned to the Managers Mailbox or office within 24 hours.
- Management will inspect the facilities and if cleaned appropriately and the above requirements adhered to, the \$50.00 will be refunded to you personally or via your mailbox.

Any non-compliance will result in the \$50.00 deposit being forfeited.

**DO NOTE:** No food, alcohol or glass is to be taken into the pool area.

Your understanding and cooperation are appreciated.

Regards

Body Corporate  
Marina Residences