

The Aurora Tower Agreement for use of Loading Dock and/or Lift



420 Queen Street

Instructions: The Body Corporate requires this form to be completed and signed when residents wish to book the loading dock and/or lift. This form must be filled out prior to the day the lift is required. This Agreement Form must be completed and returned to the Building Manager before the keys for the Loading Dock and Lift will be provided

Date Time and Purpose of Use

Date	Start Time	Finish time
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Surname	Apartment Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Email	Your Phone Number	
<input type="text"/>	<input type="text"/>	

Area Required

Loading Dock

Lift

Reason for Using Lift and or Loading Dock

Moving In

Moving Out

Delivery

Renovation

Other (specify)

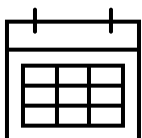
Terms and Conditions

All items of furniture or boxes are to be brought into the building through the loading dock and not through building entry foyers.

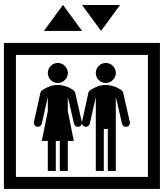
Only residents (occupiers of apartments) or Body Corporate approved people are permitted to book and use the lift and loading dock area.

Only Lifts fitted with special padding can be used for the removal and arrival of furniture. The lift operating instructions will be provided when you collect the keys.

Lifts are not available at the following times, as these are busy times for residents and guests:



Monday to Thursday	7am-9am	AND	5pm-7pm
Friday	7am-9am	AND	1pm-7pm
Saturday and Sunday	9am-12noon		
Monday to Sunday	10pm-7am		



Lift and Docking Bay Etiquette

Lifts are in high demand. The following practices will increase efficiency and ensure the lifts are available for all.

- Unload your items and store them in the Loading Dock
- When all items are unloaded, commence use of the lift
- On some occasions you will need to share the lift. This is particularly the case when a lift is booked out for several hours and a single delivery is received.
- Lifts will not be booked out for entire days for renovations. Please ensure you are booking lift times, not blocking the use of the lift for extended periods.



Lift Warning

Beware of sprinklers, especially outside lifts and where ceilings are low. Damage to sprinklers results in Fire Brigade visits and in many cases water damage. All costs will be passed on to the users of the Lift and Loading Dock.

Identity

We require a copy of a valid driver's license or passport to confirm identity.

Indemnity

The person signing this request indemnifies the Building Manager and the Body Corporate against any claim, action, damage, loss, liability, cost, charge, expense, outgoing or payment which arises as a result of the use of the loading dock and / or lift. The person signing this request also accepts responsibility for the actions of all people participating in the movement of goods etc.

Rubbish

All rubbish accumulated during the move must be disposed of via the green garbage bins located in the loading bay or in the large recycle bin also located in the loading dock.

No rubbish is to be left in the loading dock or on Level 2 after the movement of furniture etc. is complete, otherwise a cleaning charge will apply.

Damage, Behaviour and Noise

Any damage to common property i.e., lifts, foyers, corridor walls and floors, safety equipment etc. attributed to the movement of goods will be charged to the person signing this agreement.

The person signing this request is responsible for the behaviour of all guests whilst on the premises. All persons associated with this request are to conduct themselves in an orderly fashion.

Smoking is not permitted in the loading dock, lifts, corridors or foyers or any other common property.

The person signing this request is to take action to minimize the impact of noise during the movement of furniture and other items.

Acknowledgement of Agreement

The person signing this request acknowledges an understanding of the fire and emergency evacuation procedures and that the location of fire exits, and fire equipment has been explained by Building Management.

The person signing this request agrees to the above Terms and Conditions

Signature

Date

Name (Please Print)

Phone

Signature Building Manager or delegate

Date

Name of Building Manager or delegate

Phone

(07) 3838-9800

Checklist

- Obtain keys and operating instructions for lift and loading dock from Building manager or their representative
- Obtain fire briefing from Building manager
- Ensure protective padding is fitted to lift
- Remind removalists to avoid sprinklers
- Remind removalists about terms and conditions associated with damage, behaviour and noise
- Remind removalists to remove or dispose of rubbish