

Amenities Booking Form



Please complete the form to book an amenity within your community and submit it to your concierge. A three-day notice is required to book any amenity within your community.

 Owner
 Tenant (Tenancy Contract required only if booking for the first time)

Contact details

Resident name:	<input type="text"/>	Booking date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Community name:	<input type="text"/>	Tower name/no:	<input type="text"/>
Email:	<input type="text"/>		Unit no:
No of guests:	<input type="text"/>	Booking required from:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Amenity required:*	<input type="checkbox"/> Mini Theatre	<input type="checkbox"/> Multi-function room	<input type="checkbox"/> Community Hall
	<input type="checkbox"/> Games room	<input type="checkbox"/> Squash Court	<input type="checkbox"/> Others: <input type="text"/>

*All of the above mentioned amenities may vary from community to community. (please specify)

***Note:** Any third party vendors (decorator, caterers, etc.) entering the building will need to obtain necessary security passes prior to the event. Please contact community security for more information on how to obtain an entry permit.

Terms and Conditions:

- Three day notice is required to book an amenity within your community.
- An amenity can only be booked by an owner/tenant. In case of tenants, a copy of the Tenancy Contract must be produced at the time of booking. This is not applicable if a tenant has made a booking previously as we will have records on file.
- Amenity can be booked/blocked for a maximum of three hours per day for two days
- Booking/blocking an amenity for more than three consecutive days is subject to availability and the approval of the Association Manager
- The booking of the amenity will be confirmed by phone/email. In case of cancellation or change in timings, please contact your concierge or email us at communities@ecm.ae
- The maximum number of guests may be limited based on the size of a particular room or facility.
- All furniture, fixture, décor arrangements are the responsibility of the owner/tenant using the facility.
- Smoking and alcohol consumption is strictly prohibited in line with local laws.
- The owner/tenant must ensure that the event does not disturb other residents in the community.
- Any damage to the property will attract penalty and the owner/tenant will be charged for repairs in accordance to the Community Rules.
- The closing time of the amenity may vary. Kindly refer to the facility rules.
- The premises must be kept clean after use. The community staff will not be responsible for loss of any articles or belongings.
- The Community Security or concierge must be informed to lock the premises at the end of the event.
- Residents and their guests use these amenities at their own risk.
- In the event of any dispute, the Association Manager's decision will be final.

I hereby acknowledge that I have read, understood and accept the terms and conditions of booking the relevant amenity within my community. I also understand that I will be charged with a penalty fee if I do not comply with these terms and the Community Rules.

.....
Resident's signature

.....
Date

For office use only

Approved by:

Signature:

Condition of facility before use

Damage noticed	Acceptable	Cleaning needed
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Remarks:

Condition of facility after use

Damage noticed	Acceptable condition	Cleaning needed
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Remarks:

Resident's signature

Security/Concierge's signature

Date: / /

Time:

Resident's signature

Security/Concierge's signature

Date: / /

Time: