

LONG ROOM - FRANKSTON LIBRARY APPLICATION TO HIRE

Please note that persons completing this application form must be aged 18 or over.
Proof of age may be required.
Please contact the Frankston City Library on 9784 1020 for clarification.

Frankston City Libraries



APPLICATION TO HIRE LIBRARY LONG ROOM

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Please Print

Organisation Name _____
Contact Name _____
Organisation Address _____
B.H. Telephone Number _____ A.H. _____

I/We hereby apply for the use of the Long Room

For the purpose of _____

Date _____

Between the hours of _____

Schedule of Fees as of 1 July 2019

Type of Group	Half Day 4 hours	All Day 8 hours	Evening 5pm-7.45pm	Sat - Sun 10am-3.45pm	Hourly Rate
Local Community/ Not for Profit	\$65.00	\$100.00	\$65.00	\$65.00	\$33.00
Business/Corporate	\$155.00	\$220.00	\$155.00	\$220.00	\$65.00

Please note:

- Set up and clean up time must be included in your booking time
- Long Room must be vacated 15 minutes prior to library closing.
- Conditions of Hire and more information is available at www.frankston.vic.gov.au/library

Library Opening Hours

Monday - Wednesday 9am - 8pm Thursday - Friday 9am - 6pm
Saturday - Sunday 10am-4pm First Tuesday of the month 12pm-8pm

I hereby undertake to abide by the Long Room Conditions of Hire.

Name (Please Print) _____

Signature _____ Date _____

Room equipment

20 Chairs, 6 Tables, crockery, glasses and cutlery, data projector and screen, electronic whiteboard, kitchenette, including bar fridge and dishwasher. No cooking facilities available.

Please return the completed application to the Library. Acceptance of the booking will be confirmed by library staff upon return of the completed application and receiving payment. Access to the room will be available after payment has been received.

