

## COMMUNITY 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 COMMUNITY ROOM

Please note that persons completing this application form must be aged 18 or over.

Proof of age may be required.

### **Please Print**

Organisation Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Organisation Address \_\_\_\_\_  
B.H. Telephone Number \_\_\_\_\_ A.H. \_\_\_\_\_

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

For the purpose of \_\_\_\_\_

Date \_\_\_\_\_

Between the hours of \_\_\_\_\_

### **Schedule of Fees as of 1 July 2020**

<b>Type of Group</b>	<b>Half Day 4 hours</b>	<b>All Day 8 hours</b>	<b>Evening 6pm onwards</b>	<b>Hourly Rate</b>
Local Community/ Not for Profit	\$68.00	\$105.00	\$68.00	\$35.00
Business/Corporate	\$160.00	\$230.00	\$160.00	\$65.00

### **Please note:**

- Set up and clean up time must be included in your booking time
- Keys must be collected during library opening hours
- A \$50 fee will apply if keys are not returned
- Conditions of Hire and more information is available at [www.frankston.vic.gov.au/library](http://www.frankston.vic.gov.au/library)

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

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Room equipment**

50 Chairs, 6 Tables, additional trestle tables in the store room, 50 Cups & Saucers, cutlery, Lectern, TV/DVD Player, Data Projector, Overhead Projector, Whiteboard, Kitchenette, including Fridge, Hot Water and Urn, Microwave oven & dishwasher.

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.

