



2022-23 Application to Hire the Library Community Room

Frankston Library 60 Playne St, Frankston
Phone: 9784 1020 | libraryenquiries@frankston.vic.gov.au

Persons completing this application form must be aged 18 or over. Proof of age may be required.

| | |
|---|--|
| Organisation Name: | |
| Contact Names: | |
| Contact Phone Number – Business Hours: | |
| Contact Phone Number – After Hours: | |
| Contact email address: | |
| Organisation Address: | |

| | |
|------------------------------|--|
| Date of Room Hire: | |
| Time of Room Hire: | |
| Purpose of Room Hire: | |
| Number of Attendees: | |

Schedule of Fees as of 1 July 2022

| Type of Group | Half Day (4hrs) | All Day (8hrs) | Hourly rate |
|---------------------------------|-----------------|----------------|-------------|
| Local Community/ Not for Profit | \$135 | \$265 | \$60 |
| Business/Corporate | \$205 | \$410 | \$60 |

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 library.frankston.vic.gov.au

Room Equipment

- 50 chairs
- 6 tables (additional trestle tables in the store room)
- Lectern, TV/DVD Player, data projector, overhead projector and whiteboard
- Kitchenette (including fridge, hot water and urn, microwave oven and dishwasher)
- 50 cups and saucers and cutlery

Advertising of Ticketed Events

The hirer agrees to include the following line on any advertising of ticketed events, including free events, to assist potential attendees in receiving the correct information. **“This event is being hosted in a hired Frankston City Libraries space by *insert name of organisation*. For all event information and ticketing queries, please contact us directly here: *insert contact email, website, event link or phone number*. The library is unable to assist with queries regarding this event.”**

Please return the completed application to the Library. Acceptance of the booking will be confirmed by library staff upon return of the completed application

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

Name (Please Print) _____

Signature _____

Date _____