

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

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 _____