

**2021-22 Application to Hire the Frankston Library Long Room**

**Frankston Library 60 Playne St, Frankston**  
**Phone: 9784 1020 | [libraryenquiries@frankston.vic.gov.au](mailto:libraryenquiries@frankston.vic.gov.au)**

*Please note that persons completing this application form must be aged 18 or over.  
 Proof of age may be required.*

<b>Organisation Name:</b>	
<b>Contact Names:</b>	
<b>Contact Phone Number – Business Hours:</b>	
<b>Contact Phone Number – After Hours:</b>	
<b>Contact email address:</b>	
<b>Organisation Address:</b>	

<b>Date of Room Hire:</b>	
<b>Time of Room Hire:</b>	
<b>Purpose of Room Hire:</b>	
<b>Number of Attendees:</b>	

**Schedule of Fees as of 1 July 2021**

Type of Group	Half Day (4hrs)	All Day (8hrs)	Hourly rate
Local Community/ Not for Profit	\$80	\$160	\$35
Business/Corporate	\$150	\$300	\$50

**Please note:**

- The set up and clean up time must be included in your booking time.
- The Library Long Room must be vacated 15 minutes prior to the library closing.
- Conditions of Hire and more information is available at [www.frankston.vic.gov.au/library](http://www.frankston.vic.gov.au/library)

**Room Equipment**

Room equipment 20 Chairs, 6 Tables, crockery, glasses and cutlery, data projector and screen, electronic whiteboard. The kitchenette, including bar fridge and dishwasher are currently unavailable due to current restrictions. 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.

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

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

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### Conditions of Hire in Relation to COVID

Due to social distancing restrictions, there will be **12** people allowed to enter the Library Long Room at any one time, with the below conditions:-

- On entering the library, all visitors will need to scan into the library using a QR code system for contact tracing purposes.
- The 1.5 metre distancing rule must be adhered to, and wear a mask if need to.
- The kitchen facilities will be unavailable for use until further notice.
- Cleaning requirements, as stated in the Terms and Conditions, must be adhered to after each session of hiring.
- Frankston City Libraries will ensure the rooms are cleaned in between bookings to ensure the safety of our community.
- Please ensure you understand and are aware of the DHHS government requirements, at the time of hire, relating to the current COVID situation.

Please also note,

- Conditions of Hire and more information is available at [www.frankston.vic.gov.au/library](http://www.frankston.vic.gov.au/library)
- The Library Long Room can be hired during Library opening hours. The current opening hours are available on the library website. These hours may be subject to change.
- The Library Long Room must be vacated 15 minutes prior to library closing.
- The set up and clean up time must be included in your booking time.
- To hire the Library Long Room, please return the completed Application Form, found via this link [https://library.frankston.vic.gov.au/Your\\_Library/Hire\\_a\\_Community\\_Space](https://library.frankston.vic.gov.au/Your_Library/Hire_a_Community_Space) to the following email address [libraryenquiries@frankston.vic.gov.au](mailto:libraryenquiries@frankston.vic.gov.au)

Please be aware that the **Community Room** is still currently **unavailable** for hire as it has been repurposed. We will provide further information when it becomes available for hire.