



2022-23 Application to Hire the Frankston Library Long 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	\$80	\$165	\$35
Business/Corporate	\$155	\$310	\$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

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.

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.”**

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

Name (Please Print) _____

Signature _____

Date _____