



Frankston North Community Centre

26 Mahogany Avenue, Frankston North 3200

Ph. (03) 8773 9545

Room Hire Application (2019/2020)

Return completed application form via email to: fncc@frankston.vic.gov.au

User Group / Organisation Name: _____

Hall	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Stage	<input type="checkbox"/>	Meeting Room 1	<input type="checkbox"/>
Meeting Room 2	<input type="checkbox"/>	Computer	<input type="checkbox"/>	Lounge/Foyer	<input type="checkbox"/>	Children's Space	<input type="checkbox"/>
Annex	<input type="checkbox"/>	MISH Boardroom	<input type="checkbox"/>	MISH Community	<input type="checkbox"/>	MISH Small Meeting Room	<input type="checkbox"/>
Date	Day	Room hire start and finish times (include set up/pack up time)		Meeting commencement time			
Event purpose/ activity details (Please provide a brief description of your activity/event)							
Event name:							
Any additional event details:							
Number of participants: (estimated)							
User Group Details							
Address:							
Billing address (if different from above):							
Primary Contact				Secondary contact			
Name:				Name:			
Phone:				Phone:			
Mobile:				Mobile:			
Email:				Email:			



Room Hire Rate @ 1 August 2019

Casual Hire Rates:	Per Hour		
Computer Room	\$21	Full Day	\$106
Hall/Stage	\$39	Mon – Fri & Sat & Sun before 3pm	
Meeting Rooms, Office & Annex	\$29		

Permanent Hire Rates:	Per Hour		
Computer Room	\$24	Full Day	\$106
Hall/Stage	\$29		
Meeting Rooms, Office & Annex	\$24		

Pensioner Hire Rates:	Per Hour		
Hall/Stage & Kitchen	\$7.50		
Meeting Rooms, Office & Annex	\$7.50		

Weekend Hire Rates:			
Computer Room	Not available for hire		
Hall/Stage & Kitchen	Fri, Sat or Sun before 3pm		\$39 per hour
Hall/Stage & Kitchen (Pensioner)	Sat 3.00pm – 11.00pm		\$270
Hall/Stage & Kitchen	Sat 3.00pm – 11.00pm		\$350
Meeting Rooms, Office & Annex	Permanent/Casual rates apply		

Frankston City Council Bookings (only):

Account Code required _____

Important notice – Public Liability Insurance

A copy of your **Certificate of Currency for Public Liability Insurance must be attached** to this application.

If you do not have Public Liability Insurance, Council may be able to provide insurance for a fee of \$15.00 per session. **Please discuss this with Administration staff before completing this booking form.**

Terms and Conditions of Use

I have read and understand the Guidelines, Terms and Conditions of Use for Frankston North Community Centre and agree to comply in all respects with such conditions should this application be accepted. Rates are reviewed 1st July each year.

Note: Completing this application form does not confirm the booking. Confirmation will be made in writing (email).

Signature: _____ **Date:** _____

Office use only:

Approved: Yes / No	Calendar entry:
Rate:	Confirmation to hirer:
Security card/keys required: Yes / No	Add contact to Outlook:
Invoice Issued:	Copy of Certificate of Insurance provided:
Bond: Yes / No	Date:
Refund: Yes / No	
Comments:	