

Faculty of Science Heron Island Research Station

*Booking Application Form -
Conference / Retreat / Workshop / Film Crew*



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

UQ Clients

- Contact the Station via email (hirs@uq.edu.au) or phone (+61 7 4978 1399) to check dates and facilities are available.
- Complete this Booking Application Form and email to the Station.
- A completed RISQ (Requisition for Internal Services Quote) is required to accompany a booking; the first completed RISQ form received will have booking preferences.
- UQ research students must include their supervisors name and School/Centre/Institute.

Non-UQ Clients

- Contact the Station via email (hirs@uq.edu.au) or phone (+61 7 4978 1399) to check dates and facilities are available.
- Complete this Booking Application Form and email to the Station.
- A completed ATP or PO (Authority to Purchase or Purchase Order) is required to confirm a booking.

Important notes

- All bookings are tentative until a Booking Form Application is received and approved.
- Cancellation of a booking will result in the forfeiture of the deposit, or penalty fees.
- The University of Queensland is a workplace. Family members and friends are not permitted at the Research Station unless authorised by the Station Manager.
- Visitors must be at least 16 years old unless authorised by the Station Manager.
- Please read the Station's Alcohol Policy on the website if you wish to consume alcohol on the Station.
- Credit card details can be phoned. Please do not send details in an email or attachment.
- Replacement of missing and/or damaged HIRS property (including buildings, equipment, boats, etc.) caused by your group will be charged to you or your organisation.

Visitor Checklist

Have you completed each section (as appropriate) of the application form?

Have you applied for your permit from the relevant government body (GBRMPA, NPRSR, EHP)?

Have you accounted for all persons in your group?

Have you told us of all of your requirements? (lab/aquaria space; boating and diving, out of hours work, equipment needs, etc.)

Have you completed risk assessments that cover all activities to be performed while at the Station, including chemical risk assessments?

Privacy Statement

The information on this form is collected for the purpose of registering your booking with the Heron Island Research Station. Information may also be used for providing email updates to Station guests. The University will not disclose your personal information to a third party without your consent, unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>.

In requesting use of the Station, I have read and accept the conditions outlined in this booking form and those outlined in the Terms and Conditions for The University of Queensland's Heron Island Research Station.

Full Name

Date

Booking Details - *Guest Information*

Organisation / Institution

Group name

For booking

Contact person

Email

For booking

Phone

Mobile

Billing address

Please include
postcode /zip code
and country.

Booking Information

When selecting dates, please keep in mind that we have a three-night minimum stay policy.

Arrival date*

by Catamaran

Departure date*

by Catamaran

*The Heron Islander does not operate on Tuesdays and Thursdays.

Catamaran Transfer

The Station will book your ferry transfer for you. Please select below if you do not choose to arrive/ depart by Catamaran. Visit heronisland.com/stay/getting-here for information on how to book your helicopter transfer.

Do not book the Cat for my arrival

Do not book the Cat for my departure

Total guests

Female guests* #

Male guests* #

*This is for the purpose of room allocations.

Guest Details

Full Name

Arrival

Departure

Please list names of all research guests visiting. If there are more than six people in the booking please complete our Excel Manifest Template

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Catering

We will self-caterer

I will engage with your caterer by emailing: Tavistockcatering@bigpond.com

Booking Details - Scientific Services

REQUIRED: Description of Project or Activity

Please give a detailed description of the project / activities undertaken whilst at Heron Island.

Facilities

Please let us know if you require any of the following facilities.

Teaching Lab

Teaching Aquaria

Seminar Room*

*The seminar room is a shared space and might be used by another group if the station has two groups booked in with overlapping dates. Children under 16 cannot access lab spaces and must be accompanied at all times.

Equipment requirements

Please list equipment and special requirements.

Risk Assessment

I have completed the appropriate risk assessment/s

Non-UQ guests, please ensure you meet your institution's OHS standards.
UQ guests please see www.uq.edu.au/ohs/. If children are included on your booking please make sure to include in Risk Assessment.

Permit details

Important: any form of extraction of materials from the environment requires a permit.
Is the activity recreational - **no permit needed**. Is the activity educational - **permit needed**.
Example: counting starfish during a snorkel requires a permit.
Example: bird watching requires QPWS permit.

For more info on permits visit uq.edu.au/heron-island-research-station

GBRMPA #:

EHP #:

Ethics #:

Fisheries #:

QPWS / DES #:

Other (e.g.
radiation):

I will email copies of Risk Assessment and Permit to hirs.scientific@uq.edu.au

Booking Details - Boating and Diving

Boating and Diving

Note: If you require Boating & Diving services outside the standard Station hours (8am - 4pm), overtime may be charged.

Required: Yes No

Will you be Boating?

Will you be Snorkelling?

Will you be Scuba Diving?

If boating, please answer the following questions:

Est no. of trips

Est no. of people on board

Do you have a preferred location?

If boating, please Station Guest
make a selection: provided provided

Boat Skipper

Surface Lookout

Dive Master/Buddy
*if applicable

Please see minimum skipper qualifications below.

1. Hold either a current certificate of competency issued by AMSA for the vessel length, engines, and area of operation (see NSCV Part D Schedule 2 for detail); OR hold a valid recreational marine driver's licence if the vessel is operating under AMSA exemption 15; and
2. Hold a current first aid and CPR qualification; and
3. Hold a valid certificate of proficiency for the vessel's marine radio equipment if marine radio equipment is fitted.

I will email copies of qualifications to hirs.boating@uq.edu.au

Please specify if you have a boat preference

Chromis ARIB boat - 16 pax

Ranina - 7 pax

No preference

Anthias ARIB boat - 16 pax

Boult - 6 pax

Special needs

Please list below if you have any special needs e.g. equipment, tides etc.

Gear hire

Please specify below if you require any gear e.g. BCD, wetsuit, mask & snorkel etc.
See price list for details.