

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?

Have you included a separate document with an overview of the school's educational activities while staying at the Heron Island Research Station?

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. We will book your ferry transfer.

Arrival date*

by Catamaran

Departure date*

by Catamaran

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

Total guests

Male staff

Female staff

Students

This is for the purpose of room allocations. Please complete our Manifest Excel Template to include all guest details.

Self catering is not an option. Please contact our caterer for a quote.

I will engage with your caterer Tavistock Catering by emailing tavistockcatering@bigpond.com

REQUIRED: Description of Project or Activity

To receive the education price rate, you need to submit an educational program with an overview of the project and detailed description of activities undertaken whilst at Heron Island. This needs to be approved by the Station Manager. For educational resources please see websites below:

Be a Marine Biologist for a Day -

www2.gbrmpa.gov.au/learn/educational-resources/be-marine-biologist-day

Reef Guardian School - www.reefed.edu.au

CoralWatch - www.coralwatch.org

I will submit our educational program overview to hirs@uq.edu.au.

Grant application through EQLD Education Experiences*

You can apply for a grant by visiting the website below. Funds are allocated on a per student basis and distance travelled (up to \$150 per student). When you complete the online application, please select Gladstone and Heron Island Resort. The Research Station is not eligible, but the Resort is, so you can use the money to offset the catamaran fee.

To apply for grant visit - www.qldeducationexperiences.org.au *Until June 2024 or until funding is exhausted.

Booking Details - Scientific Services

Facilities

For educational purposes, we recommend booking some / all of the following facilities. Please make a selection.

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.

Equipment requirements

Please list equipment and special requirements.

Risk Assessment

I have completed the appropriate risk assesment/s

Non-UQ guests, please ensure you meet your institution's OHS standards.
UQ guests please see www.uq.edu.au/ohs.

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 Permit/s to hirs.scientific@uq.edu.au

Chemicals / Gas*

Please complete this section if you require any chemicals.

If supplying your own chemicals please send us the SDS document to hirs.scientific@uq.edu.au

Name:

Grade

Quant.

Station provided

Guest provided

*A disposal fee of \$25 per chemical waste bottle applies for chemicals that are left behind - price is subject to change.

Booking Details - Boating and Diving

Boating and Diving

Note: If you require Boating & Diving services outside the standard station hours (8am - 4pm or public holidays), overtime will be charged.

Required:	Yes	No	If boating, please make a selection:	Station provided	Guest provided
Will you be Boating?			Boat Skipper		
Will you be Snorkelling?			Surface Lookout		

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

If boating, please answer the following questions:

Est no. of trips Est no. of people on board Do you have a preferred location?

Please specify if you have a boat preference

Chromis ARIB boat - 16 pax	Ranina - 7 pax
Anthias ARIB boat - 16 pax	No preference

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. wetsuit, mask & snorkel etc.
See price list for details.