

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, QPWS, DAF, CITES)?

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

Booking Information

This booking is for: High school yr 11

High school yr 12

University group

Minimum age is 16 years

Catamaran Transfer - We will book your ferry transfer and require the **completed manifest 6-8 weeks prior to arrival** to reserve spots on the ferry (depending on school holidays). The Heron Islander does not operate on Tuesdays and Thursdays.

Arrival date*

by Catamaran

..... / /

Departure date*

by Catamaran

..... / /

Total guests #

Male staff #

Female staff #

Students #

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

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

I will engage with your caterer by emailing: jwguy@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 two months prior to arrival.

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 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 #:

Fisheries #:

Ethics #:

Other:

QPWS / DES #:

I will email copies of Permit/s to hirs.scientific@uq.edu.au

Name:

Grade

Quant.

Station
provided

Guest
provided

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

*A disposal fee of \$35 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:

Will you be snorkelling? Yes No

Would you like to hire a boat? Yes No

Who will be skippering the boat? (if applicable)

Station skipper

Guest skipper

I will email copies of qualifications to hirs.boating@uq.edu.au (if applicable)

Minimum skipper qualifications:

**UQ staff exemptions can apply. Please contact HIRS Boating & Diving*

1. Hold a minimum Coxswains NC3 issued by AMSA; and
2. Hold a current First Aid and Advanced resuscitation and oxygen therapy certificate. Can perform an in-water rescue and be able to coordinate rescue procedures; and
3. Hold a Marine Radio Operator Licence.
4. Rescue Diver with up to date occupational medical (only required with diving activities)

Est no. of trips for each student

Do you have a preferred location?

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.