

# 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, 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**  
Please include postcode /zip code and country.

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## Booking Information

**Catamaran Transfer** - We will book your ferry transfer. For large groups we 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**      ..... / ..... / .....

**Departure date**      ..... / ..... / .....

**Helicopter Transfer** - If you choose to arrive/depart by helicopter, please let us know by ticking the box(es) below. Visit [heronisland.com/stay/getting-here](http://heronisland.com/stay/getting-here) for information on how to book your helicopter transfer.

I will not arrive on the Catamaran

I will not depart on the Catamaran

**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.
- 7.
- 8.
- 9.

**Catering**

We will self-caterer

I will engage with your caterer by emailing: [jwguy@bigpond.com](mailto:jwguy@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/](http://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](http://uq.edu.au/heron-island-research-station)

GBRMPA #:

Fisheries #:

Ethics #:

Other:

QPWS / DES #:

I will email copies of Risk Assessment and Permit to [hirs.scientific@uq.edu.au](mailto: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 or public holidays), overtime will be charged.

Required:	Yes	No	If boating, please answer the following questions:	
Will you be hiring a boat?			Est no. of trips	Est no. of people on board
Will you be snorkelling?			Do you have a preferred location?	
Will you be scuba diving?				

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

Surface Lookout

Dive Master/Buddy  
\*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; and
4. Rescue Diver with up to date occupational medical (only required with diving activities).

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

**Please specify if you have a boat preference** - maximum number includes skipper

Chromis ARIB boat - 16 pax

Ranina - 7 pax

No preference

Anthias ARIB boat - 16 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.