



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 confirm 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.

Booking Information

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

Arrival date* /...../.....

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

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

Catamaran or helicopter transfer

The Station will book your ferry transfer for you. Please select below if you choose to arrive/depart by helicopter and we will not book the ferry. Visit 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 #**

Male
staff #

Female
staff #

Male
students #

Female
students #

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: 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.

Research Facilities

Dry Lab

Outdoor Aquaria

Indoor Aquaria room

Wet Lab

Outdoor Aquaria - shaded

Shark Tank

Equipment requirements

Please list equipment and special requirements.

Permit details

Important: any form of extraction of materials from the environment requires a permit.

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

GBRMPA #:

Fisheries #:

Ethics #:

Other:

QPWS / DES #:

Permit / Risk Assessment

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

Non-UQ guests, please ensure you meet your institution's OHS standards.

UQ guests please see www.uq.edu.au/ohs/.

Chemicals / Gas Cylinders & Liquid Nitrogen / Dry ice

Please provide a list of chemicals that you will be using at the Station. Scientific staff will order gas cylinders and liquid nitrogen if required. A minimum 3 weeks' notice is required to ensure cylinders are delivered in time. If supplying your own chemicals please send us the SDS document to hirs.scientific@uq.edu.au

Name:

Conc/
Cyc size

Grade

Quant.

Station
provided

Guest
provided

*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.

Please select

make a selection:

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

Minimum skipper qualifications:

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

Boat Skipper

1. Hold a minimum Coxswains NC3 issued by AMSA; and

Surface Lookout

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

Dive Master/Buddy

3. Hold a Marine Radio Operator Licence; and

If applicable

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 (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.