



# Application for Venue Hire

For bookings please use the contact details below

Phone: 07 4721 5251 Email: [info@tmml.org.au](mailto:info@tmml.org.au) Address: 42-68 Palmer St. South Townsville QLD 4810

**Please read the terms and conditions of hire below carefully. We are a not-for-profit organisation and we value both your patronage and your assistance in looking after the Museum during your function.**

1. Preparing for the event

Food, drinks, hire equipment etc. may be stored in the Museum kitchen or BBQ fridge on the day of the function or the day before the function during normal Museum opening hours with prior arrangement. Access to the Museum at other times needs to be arranged with the Managing Curator or Venue Hire Supervisor. Charges may apply for attendance by Museum staff outside normal opening hours. The Museum management recommends that the hirer visits the museum to inspect and verify their function's requirements.

2. Catering

We recommend using Michel's at Essentially Fresh, 4724 2929. However, if you have your own preference, please provide all contact details prior to the function as the caterer will need to visit the venue prior to the event. We do not supply alcohol but you are permitted to bring your own.

3. Rubbish and Leftover Food

Food scraps, drink containers, decorations or any other rubbish must be appropriately wrapped up and put in the wheelie bins provided after your function and prior to the Museum opening the following day. Leftover food is to be removed from the museum prior to the Museum opening the following day. **Failure to do so will incur further charges.**

4. Noise Policy

You must ensure the event does not cause a nuisance. In particular, you will be required to ensure that noise levels are maintained at all times within the levels prescribed by all relevant laws and regulations. Please make yourself familiar with QLD Environmental Protection (Noise) Policy 2008 which, in part states that, "up to 10.00 pm - reasonable volume, **10.00 pm to 7.00 am - no louder than background noise at the receptor.**"

The Queensland Police can shut down the music if complaints are made by local residents.

ALL complaints are your responsibility.

5. Music

Amplified music is limited to use on the deck or in the BBQ area and must comply with the Qld Noise Policy (2008).

6. Smoking

Smoking is not permitted inside Museum buildings or on the deck. Please use bin provided at the BBQ area.

7. Bubbles or smoke machine, sparklers, confetti, candles

These items are not permitted.

8. Children

Children must be supervised at all times.

9. Furniture and Equipment Available

1 refrigerator, 6 tables, 35 chairs, 1 urn, 1 food warmer, 1 microwave, 1 bain-marie and 1 lectern.

Please inform the Museum of any requirements when applying for the hire.

These items must be returned to their original location in the Museum kitchen in a clean condition.

10. Clean up and packing up

Please leave the function venue clean and tidy as stated above.

Should any area need professional cleaning, the cost will be your responsibility.

Charges may apply for attendance by Museum staff outside normal opening hours.

11. Time Limit

All functions and events MUST finish at the time specified on the application form or incur additional hourly charges.

Functions that continue after midnight will incur an additional charge of \$500.00.

12. Damages

Any damage to Museum property during your function must be paid for by the hirer.



## APPLICATION FOR VENUE HIRE

Day/Date of function \_\_\_\_/\_\_\_\_/\_\_\_\_\_. Start and finish times (including hours needed for preparing and packing up). Refer to Item 1(One) on the previous page. \_\_\_\_\_ - \_\_\_\_\_ Charges for preparation or packing up may be waived or discounted by prior arrangement.

### Contact details of person hiring:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Group (if applicable): \_\_\_\_\_  
Purpose of function: \_\_\_\_\_

### Hire details

Number of people attending \_\_\_\_\_  
Will alcohol be consumed on the premises? **YES / NO** Will food be consumed on the premises? **YES / NO**  
Catering company \_\_\_\_\_  
Catering company contact details \_\_\_\_\_  
Furniture Number required: Tables \_\_\_\_\_: Chairs \_\_\_\_\_:  
Equipment Y/N: Refrigerator \_\_\_\_: Urn \_\_\_\_: Food Warmer \_\_\_\_: Bain Marie \_\_\_\_: Microwave \_\_\_\_: Lectern \_\_\_\_:

### Hire Costs

#### Hire Fees (please indicate which area/s are requested) – see map page 4

- |                                                                                                   |                                                 |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Park Area only (does not include use of any museum facilities and power) | \$130 for first hour, \$80 per additional hour  |
| <input type="checkbox"/> Courtyard Area Only (includes use of deck, kitchen, toilets)             | \$180 for first hour, \$100 per additional hour |
| <input type="checkbox"/> Park Area and Courtyard Area (includes use of deck, kitchen and toilets) | \$180 for first hour, \$100 per additional hour |
| <input type="checkbox"/> Seafarers' Gallery (includes use of deck, kitchen and toilets)           | \$250 for first hour, \$150 per additional hour |
| <input type="checkbox"/> BBQ Area (includes use of BBQ, refrigerator and toilet)                  | \$150 for first hour, \$100 per additional hour |

### Invoice

Address/email to which invoice should be sent: \_\_\_\_\_

**PAYMENT METHODS:** as instructed on the invoice and at least 1 week prior to the function date

### I accept on behalf of the hiring party that:

- Noise levels will be in accordance with Qld Government Policies.
- Any damages and professional cleaning required will be paid for by the hirer.
- Children will be supervised at all times
- The premises will be left clean and tidy
- All food will be removed from the premises and scraps placed in the bins provided
- Late to leave after time limit specified: The hourly rate will be invoiced. A charge of \$500 will be invoiced if a function will extend after midnight.

I agree to the conditions stated on this Application for Venue Hire (please tick boxes, sign and date)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NO BOOKING IS CONFIRMED UNTIL THE APPLICATION FORM HAS BEEN COMPLETED CORRECTLY AND RETURNED TO THE MUSEUM. COMPLETED FORMS CAN ALSO BE EMAILED TO [info@tmml.org.au](mailto:info@tmml.org.au)**



## COST CALCULATIONS

The hire fee must be paid in full 1 week prior to the function. \*All prices include 10% GST

**Please note:** Charges are subject to change at any time

CHARGES	AMOUNT	BALANCE
<b>Hire Fees - BBQ Area</b> \$150 for first hour then \$100 for each additional hour.	\$150 + ____ x \$100 <i>Sub Total</i>	\$ \$ \$
<b>Hire Fees – Park Area &amp; Courtyard</b> \$180 for first hour then \$100 for each additional hour.	\$180 + ____ x \$100 <i>Sub Total</i>	\$ \$ \$
<b>Hire Fees - Park Area Only</b> \$130 for first hour then \$80 for each additional hour.	\$130 + ____ x \$80 <i>Sub Total</i>	\$ \$ \$
<b>Hire Fees – Courtyard Area Only</b> \$180 for first hour then \$100 for each additional hour	\$180 + ____ x \$100 <i>Sub Total</i>	\$ \$ \$
<b>Hire Fees - Seafarers' Gallery</b> \$250 for first hour then \$150 for each additional hour.	\$250 + ____ x \$150 <i>Sub Total</i>	\$ \$ \$
<b>Total fees payable to the Museum</b> (please calculate these) To be paid in full at least <b>1 week prior</b> to the function upon receipt of invoice		\$
Signature: _____ Date: _____		
Address/email to which invoice should be sent: _____		

### Office Use Only

#### Facilities inspected prior to handover.

Staff member/s supervising: \_\_\_\_\_

Venue Areas to be used (tick as applicable):

✓	Selected area	Action	Comments
	BBQ Area	Inspected	
	Park Area	Inspected	
	Courtyard Area	Inspected	
	Seafarers' Gallery	Inspected	

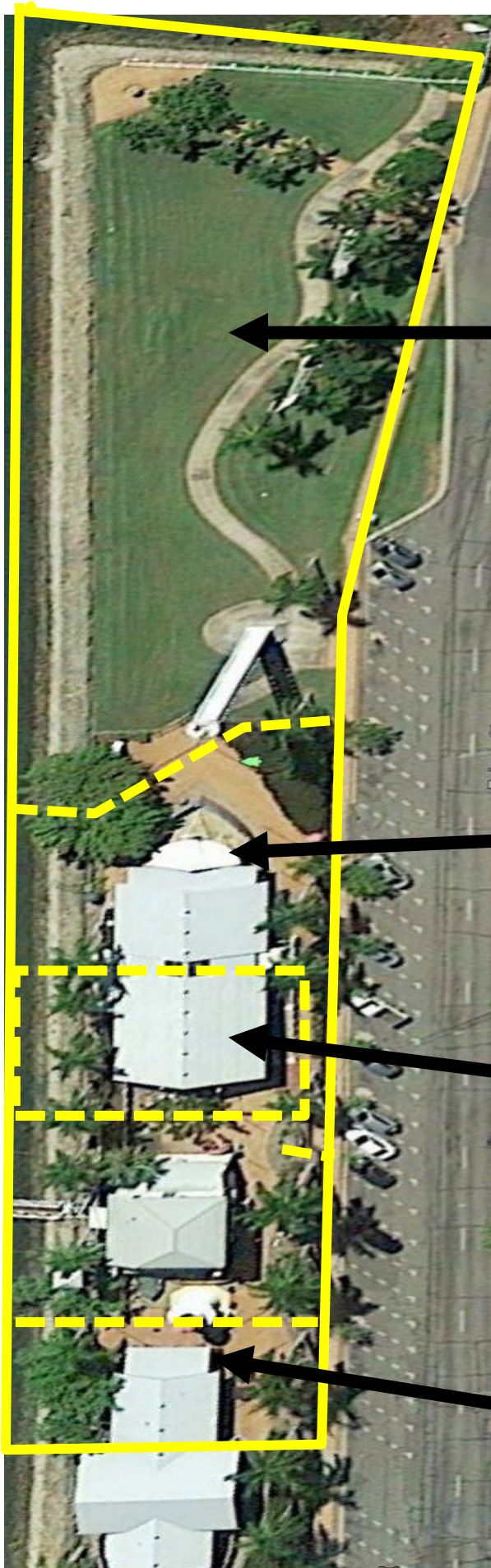
Furniture and equipment requirements:

Item	No. req.	Inspected & Comments	Item	No. req.	Inspected & Comments
Tables			Food Warmer		
Chairs			Bain Marie		
Refrigerator			Microwave		
Urn			Lectern		

Booking form received (Date) \_\_\_\_\_ (Managing Curator) Signed \_\_\_\_\_

Full payment received \$ \_\_\_\_\_ Date \_\_\_\_\_ (Managing Curator) Signed \_\_\_\_\_

Print Name (Managing Curator) \_\_\_\_\_



**Park Area**

**Courtyard Area**

**Seafarers' Gallery**

**BBQ Area**