



Application for Venue Hire

For bookings, please use the contact details below

Phone: 07 4721 5251 Email: 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 event.

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 event or the day before the event during normal Museum opening hours with prior arrangement. Access to the Museum at other times needs to be arranged with the Managing Curator or Event Supervisor. The Museum management requires that the hirer visits the museum to meet with the Museum's Event Supervisor and inspect and verify their event's requirements. In the case of a large event, you may need to register it with City Council and/or QLD Police.

2. Catering

You can hire your own caterer or do the catering yourself. Please provide all contact details prior to the event as the caterer may need to visit the venue prior to the event. We do not supply alcohol or have a Liquor Licence but you are permitted to bring your own alcohol. You require a Liquor Licence when alcohol will be sold.

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 event 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 levels in Park area

You must ensure the event does not cause a nuisance. In particular, you will be required to ensure that noise levels (amplified music in particular) are maintained at all times within the levels prescribed by all relevant laws and regulations. The Queensland Police can shut down music at any time if complaints are made by local residents. Loud amplified music should cease at 10pm and the Museum's Event Supervisor can enforce this if necessary. Any packing up activities after the event should also comply with regulatory noise levels.

5. Music at Museum buildings

No live music is allowed. Other amplified music is limited to the deck or in the BBQ area.

6. Smoking

Smoking is not permitted inside Museum buildings or on the deck.

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

These items are not permitted. Rose petals are permitted.

8. Children

Children must be supervised at all times.

9. Furniture and Equipment Available

2 refrigerators, 7 tables, 30 chairs, 1 urn, 1 food warmer, 1 microwave, 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 event 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 events **MUST** finish at the time specified on the application form or incur additional hourly charges. Events that continue after midnight will incur an additional charge of \$500.00.

12. Power

It is the responsibility of the hirer when providing extension leads and power boards to ensure that there are no tripping hazards and that all electrical equipment including leads have a current test and tag.

13. Damage

Any damage to Museum property during your event must be paid for by the hirer. Please note that the park has an irrigation system. A plan showing the location of the lines and sprinkler heads will be provided upon request. In order to prevent damages to the system, you are advised to use sand bags or weights filled with water instead of pegs when securing structures such as gazebos.

14. Cancellation

Should you cancel the event, you may be refunded in case hire fees have already been paid.



APPLICATION FOR VENUE HIRE

Day/Date of event: ____/____/____ Start and finish times (excluding hours needed for preparing and packing up). Refer to Item 1(One) on the previous page: ____am/pm - ____am/pm. There are no charges for preparation or packing up.
Additional dates and/or hours for preparing and packing up: _____

Contact details of person hiring:

Name: _____
Address: _____
Phone No.: _____ Mobile: _____ Email: _____
Group (if applicable): _____
Purpose of event: _____

Hire details

Number of people attending _____
Will alcohol be consumed on the premises? **YES / NO** Will food be consumed on the premises? **YES / NO**
Will there be amplified/live music during the event? **YES / NO** If YES, please provide details _____
Catering company _____
Catering company contact details _____
Furniture Number required from Museum: Tables ____: Chairs ____:
Equipment Y/N: Refrigerators ____: Urn ____: Food Warmer ____: Microwave ____: Lectern ____:

I accept on behalf of the hiring party that:

- ☐ Noise levels will be minimised at 10pm.
- ☐ 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 an event will extend after midnight.

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

SIGNATURE: _____ **DATE:** _____

NO BOOKING IS CONFIRMED UNTIL THE APPLICATION FORM HAS BEEN COMPLETED CORRECTLY AND RETURNED TO THE MUSEUM AT LEAST TWO WEEKS BEFORE THE EVENT. COMPLETED FORMS CAN ALSO BE EMAILED TO info@tmml.org.au



COST CALCULATIONS

All prices include 10% GST. You are not charged for the time required for setting up and taking down equipment.

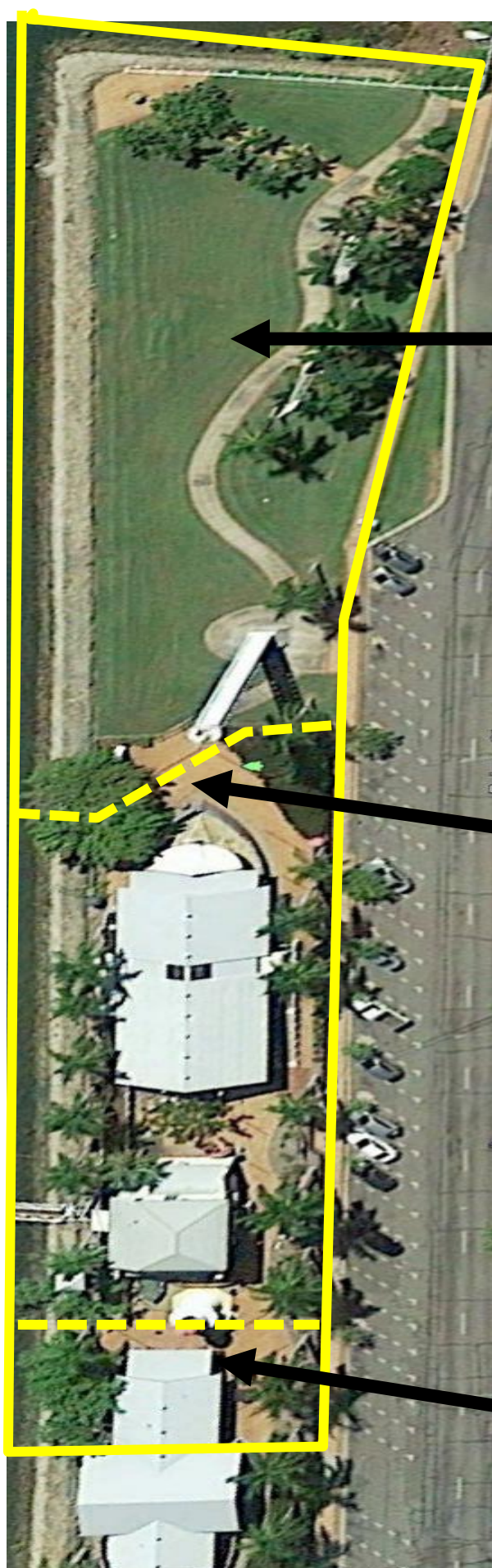
Please note: Charges are subject to change at any time

CHARGES	NO OF HOURS	\$TOTAL
Hire Fees - BBQ Area \$130 per hour		
Hire Fees – Park Area & Courtyard \$180 per hour		
Hire Fees - Park Area Only \$110 per hour \$130 per hour when using on-site electricity (only available for large events)		
Hire Fees – Courtyard Area Only \$160 per hour		
Total fees payable to the Museum (please calculate these) To be paid in full after the event upon receipt of invoice		\$

Signature: _____ **Date:** _____

Address/email to which invoice should be sent: _____

Office Use Only					
<u>Facilities inspected prior to handover.</u>					
Staff member/s supervising: _____					
Venue Areas to be used (tick as applicable):					
<input checked="" type="checkbox"/>	Selected area	Action	Comments		
<input type="checkbox"/>	BBQ Area	Inspected			
<input type="checkbox"/>	Park Area	Inspected			
<input type="checkbox"/>	Courtyard Area	Inspected			
Furniture and equipment requirements:					
Item	No. req.	Inspected & Comments	Item	No. req.	Inspected & Comments
Tables			Food Warmer		
Chairs					
Refrigerator			Microwave		
Urn			Lectern		
Application form received (Date) _____ (Managing Curator)					
Signed _____					



Park Area

Courtyard Area

BBQ Area