



## 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 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 recommends that the hirer visits the museum to inspect and verify their event's requirements. In the case of a large event, you need to register it with City Council and/or QLD Police.
2. **Catering**  
We recommend using Michel's Catering and Events (0437 309 323), who are located close to the Museum. However, if you have your own preference, 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. Please use bin provided at the BBQ area.
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**  
1 refrigerator, 5 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 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. **Damages**  
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 instead of pegs when erecting structures such as gazebos.
13. **Cancellation**  
Should you cancel the event booking, any refund of hire fees paid prior to cancellation will be at the absolute discretion of the Museum.
14. **COVID-19**  
You are required to have a COVID-Safe plan for the event in place, approved by the QLD health authorities pursuant to the latest directions of the Chief Medical Officer and provided to and approved by the Museum.  
The Museum may in its absolute discretion cancel the event booking if there is any change to community status of or government restrictions for COVID-19 influences. In those circumstances any hire fees paid will be refunded.



## 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: 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, microwave and toilet)       | \$150 for first hour, \$100 per additional hour |

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

- Noise levels will be reduced after 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 AND ACCEPTED BY THE MUSEUM. COMPLETED FORMS CAN ALSO BE EMAILED TO [info@tmml.org.au](mailto:info@tmml.org.au)**

Application accepted by the Museum.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_



## COST CALCULATIONS

The hire fee must be paid in full 1 week prior to the event. \*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 event 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		

Application form received (Date) \_\_\_\_\_ (Managing Curator)

Signed \_\_\_\_\_

Deposit received \$ \_\_\_\_\_ Date \_\_\_\_\_ Balance received \$ \_\_\_\_\_ Date \_\_\_\_\_



**Park Area**

**Courtyard Area**

**Seafarers' Gallery**

**BBQ Area**