



Welcome - and thank you for considering our Venue for your event.

Phone: 07 4721 5251 Email: tmhs@bigpond.com Address: 42-68 Palmer St. South Townsville Q. 4810

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

Preparing for the evening

Food, drinks, hire equipment etc. may be stored in the kitchen on the day of the function during normal Museum opening hours with prior arrangement. Access to the Museum at other times needs to be arranged with the Office Administrator, and charges will apply for attendance by museum staff outside normal hours.

Catering

We recommend using Michel's at Essentially Fresh, 4724 2929. The Lighthouse Bar & Grill across from us, 4724 4452, also caters for wedding receptions if you choose to hold your ceremony in our Park Area. 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.

Rubbish

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

Noise Policy

You must ensure the event does not cause 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 music if complaints are made by local residents.

ALL complaints are your responsibility.

Music

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

Smoking

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

Bubbles/smoke machine/sparklers/confetti/candles

These items are not permitted.

Children

Children must be supervised at all times.

Furniture Available

1 refrigerator, 4 tables, 40 chairs, 1 urn, and 1 lectern.

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

Clean up

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

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

Time Limit

All functions MUST finish before midnight. Late departures incur an additional charge of \$500.00.

Damages

Any damage to Museum property during your function must be paid for or made good.



Application for Venue Hire

Date of function _____ Start and finish times _____

Contact details

Name of person hiring _____

Contact details _____

Group name 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 _____

Hire Costs

Hire Fees *

BBQ Area (includes use of BBQ, refrigerator and toilet)	- \$200 for first hour, \$100 per hour after that.
Park Area and Courtyard Area (includes use of deck and toilets)	- \$180 for first hour, \$100 per hour after that.
Park Area only (does not include use of museum facilities)	- \$130 for first hour, \$80 per hour after that.
Gallery (includes use of deck and toilets)	- \$250 for first hour, \$150 per hour after that.

Invoice

Address to which invoice should be sent: _____

PAYMENT METHODS: Cheque payable to "Townsville Maritime Museum Limited" **or** Direct Debit -
Townsville Maritime Museum Limited Bank account: **BSB 704-640** A/c No: **221 831**

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 or made good.
- Children will be supervised at all times
- The premises will be left clean and tidy
- All food scraps will be removed
- Late to leave: the hourly charge will be added to the invoice

I agree to the above conditions (please tick boxes, sign and date)

SIGNATURE: _____ **DATE:** _____

NO BOOKING IS CONFIRMED UNTIL THE APPLICATION FORMS ARE COMPLETED CORRECTLY AND RETURNED TO THE MUSEUM. COMPLETED FORMS CAN ALSO BE EMAILED TO TMHS@BIGPOND.COM



*All prices include 10% GST

COST CALCULATIONS

The Hire fee must be paid in full 1 week prior to the function.

Please note: Charges are subject to change at any time

CHARGES	AMOUNT	BALANCE
Hire Fees - BBQ Area \$200 for first hour then \$100 for each additional hour.	\$200 + ____ x \$100	\$
Hire Fees – Park Area & Courtyard \$180 for first hour then \$100 for each additional hour.	\$180 + ____ x \$100	\$
Hire Fees - Park Area Only \$130 for first hour then \$80 for each additional hour.	\$130 + ____ x \$80	\$
Gallery \$250 for first hour then \$150 for each additional hour.	\$250 + ____ x \$150	
Total fees payable to the Museum (please calculate these) To be paid in full at least 1 week prior to the function		\$
Signature: _____ Date: _____ Address to which receipt should be sent or emailed: _____ _____		

Office only: Staff member on premises: _____

Venue Areas (tick as applicable):

BBQ Area

Park Area

Courtyard

Gallery Area

Venue Requirements: (how many) Tables _____ Chairs _____

Other requirements: _____

Booking form received (Date) _____

Full payment received \$ _____ Date _____ Signed _____

Print Name _____