

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



Please read the information 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 manager, 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.**

## **Music**

Amplified music is limited to use on the boardwalk or BBQ area.

## **Noise Policy**

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.

## **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, 6 tables, 40 chairs, 1 urn, and 1 lectern.

These must be returned to their original location 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 are to finish before midnight. Late departures incur an additional charge of \$300.00.

## **Damages**

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

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# Maritime Museum of Townsville

## Application for Venue Hire



Phone: 07 4721 5251

Email: tmhs@bigpond.com

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 Cost *(Please be aware that fees are subject to change and should be confirmed at time of booking)*

#### Bond

Refundable Security Deposit \$600 (as security for damage to any Museum property)

#### Hire Fees

BBQ Area (Includes use of BBQ, Refrigerator and Toilets) - \$150 for first hour, \$80 per hour after that.

Park Area/Courtyard Area (Includes use of Deck, Kitchen and Toilets) - \$130 for first hour, - \$80 per hour after that

#### Security

Must be arranged with Protection Plus Patrols & Guards by phoning 0406 705 062 *or* by agreement with the museum.

#### Invoice

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

**PAYMENT METHODS:** Cheques payable to the "Townsville Maritime Historical Society Inc" or, if you prefer, **Direct Debit** into our Bank account: BSB 633 000; Acc No 1223 66024

#### 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 BOND of \$600.00 IS PAID, and THE APPLICATION FORMS COMPLETED CORRECTLY AND RETURNED TO THE MUSEUM.**

**The Hire fee must be paid, in full, 1 week prior to the function. The Security deposit will be refunded as soon as the manager has thoroughly inspected the premises and is satisfied with the condition of the premises.**

### COST CALCULATIONS

**Note: Charges are subject to change at any time**

CHARGES	AMOUNT	BALANCE
<b>Security</b> must be arranged with Protection Plus Patrols & Guards to open the museum, supervise and lock up. This can be arranged by phoning <b>0406 705 062</b> or 4773 4390. Protection Plus will notify us once you have this organised.		
<b>Bond</b> (To be paid 1 week after signing and returning this form)	\$600.00	
<b>Hire Fees - BBQ Area</b>  \$150 for first hour then \$80 for each additional hour. <i>Security will be required.</i>	\$150 ___ X \$80	\$
<b>Hire Fees - Park Area or Courtyard</b> \$130 for first hour then \$80 for each additional hour. <i>(If no access to any Museum building is required, Protection Plus need not be contacted)</i>	\$130 -----X \$80	
<b>Gallery - by negotiation</b>		
<b>Total fees payable</b> ( please calculate these)  To be paid in full <b>1 week prior</b> to the function		\$
<b>Signature:</b> _____ <b>Date:</b> _____		
<b>Address to which receipt should be sent or emailed:</b> _____ _____		

**Office only:** \_\_\_\_\_ **Staff member on premises:** \_\_\_\_\_

**Venue Area:** BBQ ( fridge / water/ urn /) Park Area Kitchen ( fridge / water/ urn) Courtyard Toilet access  
 Venue Requirements: (how many) Trestle tables \_\_\_\_\_ Chairs \_\_\_\_\_

Other requirements: \_\_\_\_\_

Deposit received \$ \_\_\_\_\_ Date \_\_\_\_\_ Booking form received (Date) \_\_\_\_\_  
 Full payment received \$ \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_