

How to book

UQ clients

- Contact the Station via email (hvw.enquiries@uq.edu.au) or phone (+61 7 5351 5072) to check dates and facilities are available.
- Complete this Booking Application Form and email to the Station.
- A completed RISO (Requisition for Internal Services Quote) is required to accompany a booking; the first completed RISO form received will have booking preferences.
- UQ research students must include their supervisors name and school/centre/institute.

Non-UQ clients

- Contact the Station via email (hvw.enquiries@uq.edu.au), phone (+61 7 5351 5072) to check dates and facilities are available.
- Complete this Booking Application Form and email to the Station.
- Station staff will contact you to confirm your reservation, the first booking form received will receive booking preferences.

Important notes

- The University of Queensland is a workplace. Visitation by family members need prior approval from the Station Management.
- Please read the Station's Alcohol Policy on the website if you wish to consume alcohol on the Station.

Visitor checklist

- Have you completed each section (as appropriate) of the application form?
- Have you applied for your permit from the relevant government body (Department of Environment and Science (DES), Department of Agriculture and Fisheries (OAF)), and have an approved Ethics permits? Have you accounted for all persons in your group?
- Have you told us of all of your requirements? (lab space, vehicle use, out of hours work, equipment needs, etc.)
- Have you completed risk assessments that cover all activities to be performed while at the Station?

Vehicle hire checklist

- The Vehicle driver must have a 4WD certificate to drive on the HVRS property
- All persons driving the vehicle must provide a completed PF323 Authority to Operate Vehicle
- Please enquire about recovery gear if you will require it for your booking.
- If damage is done to the car while in your care please alert us on your return.

In requesting use of the Station, I have read and accept the conditions outlined in this booking form and those outlined in the Conditions for the Use of Hidden Vale Research Station.

Group name:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
Supervisor/budget holder:	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>

BOOKING DETAILS - GUEST INFORMATION

Organisation/institution

Billing address

*Please include post code
and country, if not
Australia*

Phone number

Booking type

 Research **Education** **Workshop/conference**

Booking dates

Time of Arrival

Time of departure

Total guests #

*Total guests must include all staff, please add your
bus driver if they require accommodation*

**Are you requesting
permission to stay
overnight at HVRS?**

Full Name

Guest details:

Please list names of all
guests visiting. If there
are additional guests
please complete on an
excel spreadhseet

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>

**Teaching,
conference,
research and
workshop facilities**

Lecture theatre/meeting room

Laboratories

Animal enclosures

Dates requested

BOOKING DETAILS - ACCOMODATION AND SCIENTIFIC SERVICES

Preferred accomodation

Number of people
in cabin/s (1-4
people per cabin)

Number of people
requiring linen

Number of people for
campground
(up to 60 people)

Total capacity: The two cabins each have a maximum occupancy of 4 people. The campground can hold a maximum of 60 people. Vehicles can not be driven up to the campground for large bookings.

Catering

Self-Cater

Additional services

Please specify if you
require any additional
services

Hire of further equipment

Camp kitchen

**Other (please specify in
email)**

4WD Vehicle

Full day

Half- day

Will you be taking the vehicle off property?

To hire the HVRS 4WD you will need to provide a 4WD certificate

Equipment requirements

*Please list equipment and
special requirements.*

A list of Station equipment is available on request

Risk assessment

I have completed the appropriate risk assessment/s.

Non-UQ guests, please ensure you meet your institution's OHS standards. UQ guests please see www.uq.edu.au/ohs/. Please forward copies of SOP's and Risk Assessments to hvwenquiries@uq.edu.au

Permit details

*Digital copies must be
provided to scientific staff*

Ethics #:

DAF #:

DES #:

Other #: