

How to book

UQ clients

- Contact the Station via email (mbrs@uq.edu.au), fax (+61 7 3409 9839) or phone (+61 7 3409 9058) to check dates and facilities are available.
- Complete this Booking Application Form and email or fax to the Station.
- A completed RISQ (Requisition for Internal Services Quote) is required to accompany a booking; the first completed RISQ 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 (mbrs@uq.edu.au), fax (+61 7 3409 9839) or phone (+61 7 3409 9058) to check dates and facilities are available.
- Complete this Booking Application Form and email or fax to the Station.
- Station staff will contact you to confirm your reservation and arrange payment of a 10% deposit (non-refundable). The first deposit received will receive booking preferences.

Important notes

All bookings must nominate a laboratory/teaching laboratory/conference room (excludes field-only clients).

- All bookings are tentative until a deposit is received. Cancellation of a booking will result in the forfeiture of the deposit, or penalty fees. Visitors must be at least 15 years old.
- The University of Queensland is a workplace. Family members are not permitted at the Research Station but Station staff can assist with alternative accommodation for families.
- Please read the Station's Alcohol Policy on the website if you wish to consume alcohol on the Station.
- Credit card details can be phoned or faxed. Please do not send details in an email or attachment.

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 National Parks, Sport and Racing (NPRSR), Department of Environment and Heritage Protection (EHP), Natural Resource Management (NRM))? Have you accounted for all persons in your group?
- Have you told us of all of your requirements? (lab/aquaria space; boating and diving, out of hours work, equipment needs, etc.)
- Have you completed risk assessments that cover all activities to be performed while at the Station, including chemical risk assessments?

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 Moreton Bay Research Station.

Guest name:

Signature:

Date:

Supervisor/budget holder:

Signature:

Date:

BOOKING DETAILS - GUEST INFORMATION

Group name

(for booking)

Organisation/Institution**Billing address**

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

Email:

Contact for booking

Phone

Business hours

Fax**Contact on station**

(if different from Group name)

Mobile**Booking type****Research****Education****Conference/Retreat****Science Camp****Date of arrival****Date of departure****Time of arrival****Time of departure****Group numbers****Total guests #**

When adding numbers, ensure you add bus drivers if your school organised transport.

Male staff #**Female staff #****Male students #****Female students #****Title and brief description of project/facility**

BOOKING DETAILS - ACCOMODATION AND SCIENTIFIC SERVICES

Preferred accomodation

Number of people per bunk room

(4-8 people per room)

Number of people per shared ensuite room

(4 people per room)

Number of people in postgrad cabin

(4 people)

Number of people in researcher house

(9 people)

Total number of rooms: 5 bunk rooms, 10 quad rooms and 1 twin room. Four bedrooms in researcher house (1-2, 4, 4) and one bedroom in postgrad cabin (4). The postgrad cabin and researcher house are not for Education group use. The Station also has one room available for people with a disability

Catering

Groups larger than 10 must use the Station commercial caterer; see www.uq.edu.au/mbrs/catering

Self-cater

(small research groups only)

Need catering

Additional services

Please specify if you require any additional services

Transport to/from MBRS

Island transport

Towel hire

Teaching, Conference & Workshop Facilities

Date/s requested

Downstairs Lecture Theatre/Teaching Lab

Library and Meeting Room

Upstairs Teaching Lab

Laboratory facilities

Equipment Lab

Fume Hood Lab

Controlled Temperature Lab Wet Lab

General Research Lab

Equipment requirements

Please list equipment and special requirements.

A list of Station equipment is available on the Station website, uq.edu.au/mbrs/equipment-list

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 when working with highly or extremely hazardous materials

Permit details

Hard copies must be provided to scientific staff

Etichs #:

NPRSR #:

Other:

EHP #:

Radiation #:

BOOKING DETAILS - SCIENTIFIC SERVICES (cont.) AND BOATING & DIVING

Chemical, Gas Cylinders & Liquid Nitrogen	Name of Chemical/Gas	Conc/Cyl size	Grade	Quant.	Station	Guest	Regulator
					provided	provided	needed

Please provide a list of chemicals that you will be using at the Station. Scientific staff will order gas cylinders and liquid nitrogen if required. A minimum 3 weeks' notice is required to ensure cylinders are delivered in time.

Contact Station if additional chemicals are required.

Boating & Diving

Please provide extra details below, if known

Will you be boating?	Y	N
Will you be snorkeling?	Y	N
Will you be scuba diving?	Y	N

Note: If you require Boating & Diving services outside the standard Station hours, overtime may be charged. Please outline your requirements below.

Date/s required	Launch time/s	Pick up time/s	Location (if known)
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Note: Some flexibility in these details is appreciated as changes may be necessary due to unforeseen circumstances (such as weather, tides and launch limitations).

Please specify if you have a boat preference

Pelagia Single Engine, Bay - 12 pax

Glaucus Twin Engine, Bay - 12 pax; Open Ocean - 8 pax

Xiphias Twin engine, Bay/Open Ocean - 6 pax

Note: There must be a person on board the boat that has the following qualifications: Australian recreational boating licence/Coxswains Licence; Marine Radio Operators Licence; current CPR, First Aid & Oxygen Administration certificate; and who can perform an in-water rescue and be able to coordinate rescue procedures.

Our Boating & Diving staff will be in contact with you regarding further information for your Boating & Diving booking.

Station	Guest
provided	provided
Boat Skipper	
Surface Lookout	
Dive Master/Buddy	

Dive Equipment & 4WD Hire

BCD #	Fins #	Date/s required:
Mask & Snorkel #	Scuba Tank #	4WD Full Day
Regulator #	Torch #	4WD Half Day