



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

Please read the information below carefully. We are a volunteer organisation and we value both your patronage and your assistance in looking after the museum during your function.

Preparing for the evening

You may bring food, drink, hire equipment etc into the museum and store in the kitchen. Access to the galleries after closing time needs to be arranged with the curator, but can generally be undertaken after 3.30, when the museum is closing.

Decoration of the gallery

You are welcome to decorate the gallery at an arranged time with the curator prior to the event. However, we ask that no bluetak, sellotape etc is applied to the walls.

Catering

We recommend using Michel's on Palmer St. 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.

Food

No food scraps can be left on the premises after your function as we do not have commercial waste disposal bins, and the regular bins are only cleared weekly. This is normally undertaken by the caterer, and is particularly important during summer. If possible, please arrange for the removal of empty drink bottles / cans.

Juke box

This can be used for your function but must be limited to use in the Federation (top) gallery, the boardwalk or BBQ area. (No dancing in the Seafarers' Gallery as this is a wooden floor and the vibration affects the models that we are not able to move out of the gallery).

Smoking

Smoking is not permitted inside the buildings. Ash tins are provided at the BBQ area.

Bubbles/smoke machine/sparkles/confetti/candles

We ask that these are not introduced.

Children

Please ensure that children are supervised at all times.

Tables and chairs

We have for your use: large fridge, 6 trestle tables, 40 chairs, small table, urn, small whiteboard, and lectern. Please return any used equipment to the kitchen in a clean condition.

Clean up

Please leave the function venue as clean and tidy as reasonably possible.

Midnight finish

We ask that all functions finish before or by midnight. Late to leave will incur an additional hourly charge of \$95.00.

Collection of items the following day

Equipment or unopened items may be left in the kitchen for collection the next day.

We hope that you understand our need for the above guidelines. Should you choose to use our facility, we hope that you have a great evening.



Maritime Museum of Townsville

Application for venue / BBQ hire

Day _____ Date _____

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? Y / N Will food be consumed on the premises? Y / N

Catering company _____

Catering company contact details _____

Is a tour required? Y / N Is a speech required? Y / N

HIRE COST \$110 p/hour.

BBQ pp \$6.00 Min charge for BBQ \$200

Deposit of 10% to be paid one week after signing this form. This fee _____

Address to which invoice should be sent: _____

I accept on behalf of the hiring party that:

- Any damages will be paid for or made good.
- Children will be supervised at all times
- The premises will be left clean and tidy (within reason)
- 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 sign and date) _____

Curator _____

Office only

Staff member on premises _____

Venue area

BBQ (fridge / water/ urn /) Seafarers' Gallery Seafarers' with kitchen (fridge / water/ urn) Federation gallery with bow deck Cocktail / Sit down / Other

Venue requirements (how many) Trestle tables _____ Chairs _____

Other requirements _____

Full payment received \$ _____ Date _____