



Application/Agreement for Hire of the Koonya Field Station

Please complete ALL sections of this form. Print clearly. Incomplete forms will delay the booking process.

Details of Applicant					
Name of Applicant					
Position Title					
Name of Organisation/Budget Centre					
Mailing Address					
				Post Code	
Fax No		Phone No		Mobile No	
Email					

Booking Details					
Approximate number of people expected to attend	Adults		Children		Or Families
Dates Required	Arrival Date		Departure Date		
Booking Purpose (<i>please tick one</i>)	UTAS Teaching/Research/Field Work Activity		<input type="checkbox"/>	Recreation/Private Use	<input type="checkbox"/>

Schedule of Charges					
University School excursions and teaching activities (<i>internal revenue</i>) (i.e. University expeditions, seminars, teaching courses or research)				\$12.50 per head per night (minimum charge of \$20.00 per night)	
Private Usage (<i>per night incl of GST</i>)	Adults	\$23.00	Children <i>Up to 16 yrs</i>	\$11.50	Family (2 adults and 3+ children) \$77 per family

Agreement for Hire by Applicant		
<ul style="list-style-type: none"> By lodging this application, the applicant warrants that he or she is authorised to accept full responsibility for each person occupying the property during the approved period of occupation and hereby agrees to comply with all the conditions of hire, and with any additional conditions notified to the applicant prior to the commencement of the hire period. The applicant hereby agrees to occupy, use and keep the Koonya Field Station at the risk of the applicant for the period of hire, and hereby releases to the full extent permitted by law the University and its servants, officers and agents from all claims and demands of every kind resulting from any accident, damage, loss, death or injury occurring in any part of the Building or outside the Building except to the extent that the same is caused by negligence on the part of the University or its servants, officers or agents. 		
Signature of Applicant		Date: / /

Koonya Key Collection from AMS Corporate Services Building Sandy Bay. (VHO will advise key collection and payment process when confirming booking).

AMS Use ONLY	Approved: YES / NO	Signature:	Date: / /
Approval Sent to:	• Applicant / /	• Caretaker/Reception / /	• TRIM Ref

Please forward the completed form to the Venue Hire Officer at the address below:

Locked Bag 1365 Launceston Tasmania 7250 Australia. Facsimile 03 6324 3630 Telephone 03 6226 2799 (diverted) 03 6324 3044 (direct)

CONDITIONS OF HIRE OF THE KOONYA FIELD STATION

(please retain for your information)

- Koonya Field Station Tasman House occupancy must be limited to 20 people only at any one time due to health and fire safety regulations
- Camping is permitted in grounds at Koonya Field Station. Number of tents and overnight campers to be advised to VHO. VHO will advise fee/s applicable. (Usually \$5.50 per camper per night)
- **Please note:** No electric power is available to camp sites. (OH&S requirement)
- Pets are not permitted.
- Playing of 'Loud Music' or other noise that may annoy neighbours to cease at 10.00pm.
- Property to be vacated by 11.00am on departure date to allow for caretaker access.
- All furniture must be returned to original location. Bunks must not be stacked more than 2 high.
- The Property must be left in a clean and tidy condition.
- Rubbish and all unused food must be removed on departure. (tip at Nubeena). There is a wheelie & recycle bin on the property, however please do not use unless your visit will include being on site to put out for collection by 6.00am Friday mornings. You must also be there to retrieve emptied bin/s.
- Toilets are on a septic system and care must be taken to avoid blockages. Do Not place cigarette butts, sanitary items, nappies or any other foreign items into the toilets.
- All windows and doors must be securely locked by the hirer on departure.
- Electricity mains must be switched off. DO NOT switch the hot water off please.
- The dam on the property is unfenced and children must be supervised at all times.
- Fires are only to be lit in fireplaces with fireguards supplied.
- Outdoor BBQ (wood fuel) is available on site for hirers use. Please ensure fire is extinguished before departure.
- SMOKING IS NOT PERMITTED within the Building or within 10m of any entrances or exits.
- If a booking is cancelled within 7 days of commencement of hire, and a comparable booking is not found, the minimum rates for the booking may be charged at the University's discretion.
- Failure to notify a cancellation may incur a minimum cancellation fee of \$20.00 per night.
- Bookings will not be confirmed more than 12 months in advance, except in accordance with the Koonya Booking Procedure.
- Payment (recreational hire) is to be made at UTAS Cashier's Office, Administration Building. A copy of the receipt is requested to be forwarded to AMS Venue Hire Officer (VHO).
- Key Collection and Payment process will be advised to hirer at time of booking confirmation.
- The terms "applicant" and "hirer" are used interchangeably, and include the applicant's organisation.
- Bookings will not be processed until the Application/Agreement for Hire of the Koonya Field Station Form is received. Incomplete forms will delay process.

Further information

Koonya Booking Procedures - <http://www.utas.edu.au/ams/koonya.htm>

Key collection, payment process advice to hirer

Tasman House inventory

Tasman House floor plan

Direction map to Koonya site – Tasman House

What should hirer bring / provide? document. (suggested items)

VHO contact uni.centre@utas.edu.au Business hours Ph:6226 2799

Schedule of Charges / Fees

Application form AMS Form 9 Version 1.1 provides details

Camping fees contact VHO for details/approval