



TERMS AND CONDITIONS

The following terms and conditions are designed to guarantee we deliver on our promise of a safe and enjoyable planetarium experience for all.

Please ensure you read and understand the terms and conditions fully. By signing this form or by checking the **I agree with the Booking Terms and Conditions** box in the booking form, you and the institution or organisation you represent will be legally bound to comply with the T&Cs.

Our Risk Assessment document must be read by the organisers and distributed to all participating team members and any additional users of the hall/venue. It can be downloaded from www.planetarium.com.au/documents

Venue for the dome

1. The customer needs to provide an indoor space large enough for the dome that has been booked. Please check the dimensions provided on the booking form and in Starr's Planetarium Information Fact Sheet. Measure your hall or venue (including height clearance) to be sure.
Starr's Planetarium will not be held responsible for the incorrect space provided and full charges will still apply.
2. The dome is for **indoor use only**. Please ensure the hall/venue has been freshly swept clean to avoid dust coming into contact with the dome projection and mirror surfaces. If the floor is dirty or dusty when we arrive, it will first need to be cleaned/swept before we can begin setting up, which will delay the start of the programme. We reserve the right to refuse delivery if this condition is not met and full charges will still apply.
Please be aware that raised or sprung floors may cause vibration to the projection equipment, resulting in possible shaky images on the dome roof. Access to an electricity supply within 10 metres of the dome is essential.
3. The venue needs to be dry, hazard-free and fully sheltered from the elements. The customer will be held liable for any direct or indirect accidents and/or damage to the equipment if this condition is not met. We will request compensation for the full new replacement value of any damaged item(s).
4. The audience within the dome will be seated on the floor. Please advise us if stools are required. You may provide mats as necessary. All domes are wheelchair accessible.
5. During the shows, at least one school teacher/staff member/adult per class must accompany groups of children.
6. We will require easy access to the venue and parking for our vehicle to avoid a delay in setting up. If parking is unavailable on your premises, please inform Starr's Planetarium beforehand and recommend alternative options. If we incur parking fines or charges, we will recover them by adding the charge to your invoice.

Code of Conduct.

Please note that if our Code of Conduct is not adhered to, at all times, by any person in the planetarium venue, the customer will be held liable for any resulting accidents and/or damage to the equipment.

We will request compensation for the full new replacement value of any damaged item(s).

This will render our price guarantee null and void, we may withhold the presentation and full charges will still apply.

1. Please do not run or play outside the inflatable dome.
2. Please do not run or play inside the inflatable dome.
3. Please do not eat or drink near or inside the inflatable dome. (Including Chewing Gum)
4. An adult provided by the customer must supervise audience members under the age of 18 at all times.
5. Please do not touch the inflatable dome or any of the equipment inside or outside it.
6. Please treat everyone around you, including Starr's Planetarium staff, with respect.

Teachers and organisers are responsible for behaviour. This information must be distributed to all team members and any additional users of the hall or venue.

Starr's Planetarium is inclusive of all students. Please advise us of any considerations required for students with specific needs before the presentation. In the absence of this, **Starr's Planetarium reserves the right to ask members of the audience who insist on being unsafe or disruptive to leave the planetarium.**

Bookings, Payments, and Cancellations.

1. By filling out the Booking Form and your acceptance of these T&Cs, this is your confirmation that the event is going ahead.
2. Once we receive your booking and have confirmed that your preferred date is available, we may require a deposit of at least 20% of the value of the proposed invoice to secure your booking. In this case, your booking is not guaranteed until we receive this deposit.
3. Payment terms are usually 7 days unless negotiated otherwise. If payment has not been received after 30 days of the completed visit and you have not provided a valid reason for the delay in payment, we reserve the right to
 - a. Begin charging an extra \$100 per month or part thereof.
 - b. Eventually forward the invoice to our debt collection agency, after which you will also be liable for all administrative, legal and court fees.
4. At any time, if you need to postpone and reschedule a booking due to unforeseen circumstances out of your control, Starr's Planetarium will try and arrange an alternative date with you within the year, with no penalty.
5. For a change of mind, to receive a full deposit refund, cancellations need to be made at least 6 school working weeks before the booking date. Cancellations after this period will result in the loss of your deposit. If a deposit has yet to be taken, the deposit amount will be charged and payable by you regardless. Deposits for regional bookings are non-refundable.
6. For a change of mind, if you postpone or cancel your booking within fifteen school working days or less from the date of your booking, payment will be required for the full amount of the projected invoice, due to our loss of revenue. Postponements and cancellations must be in writing.
7. **There is no penalty for bookings affected by COVID restrictions.**
8. Occasionally, supplementary T&Cs may be added. These will be conveyed by email and will be added to and/or supersede some of the above.
9. T&Cs are subject to change. Please check our website regularly for any updates.