



Corporate Event Hire Terms and Conditions

1. Tentative bookings

Tentative bookings are held for a month and will be cancelled unless arrangements are made to extend the tentative booking or a deposit has been paid for the event.

2. Confirmation of Booking

To confirm your booking, please forward a signed copy of this document together with a deposit of 10 per cent of the quoted price. Cash, credit card, electronic funds transfer, and cheque payments are accepted.

Direct Bank Transfer (EFT) Details:

Perth Observatory
337 Walnut Rd Bickley WA 6076

Account Name: POVG Operating Account
Account Number: 155 204 043
Bank Name: Bendigo Bank
Branch Number: 633 000

3. Cancellation or Rescheduled Date Policy

All cancellations must be made via email to Perth Observatory at bookings@perthobservatory.com.au.

Wedding deposits will be refunded as follows:

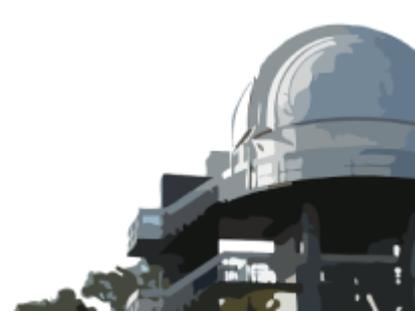
- A full refund will occur if cancellation is made more than two months before the wedding date.
- A 50 per cent refund will occur if cancellation is made between two months and one month before the wedding date.
- Deposits are strictly nonrefundable if cancellation occurs within one month of the wedding date.

Perth Observatory may allow the wedding date to be rescheduled within twelve months of the original date. In this case, the deposit will become nonrefundable.

If you need to reschedule your event, please contact us as soon as possible via email.

4. Food and Beverages

Tea and coffee can be provided by Perth Observatory if requested. Perth Observatory does not provide catering services. Clients are responsible for arranging their own caterers for food and beverages





5. Barbeques

If you would like to use the barbecue area, please bring your own food. Perth Observatory can provide appropriate utensils.

Guests using the barbecue facilities are required to clean the barbecue and the surrounding area at the end of the event. As the Perth Observatory is located within a state forest, guests must also take all rubbish from the barbecue area with them when they leave.

6. Weather Conditions

If cloud cover or rain prevents clear viewing through the telescopes, Perth Observatory will instead provide guests with an astronomical presentation in the Lecture Theatre together with a guided tour of the museum and historic telescopes.

If the sky clears during the evening and telescope viewing becomes possible, normal night sky observing will resume.

If you wish to reschedule your tour due to forecast rain, please contact us as soon as possible, as outlined in the cancellation or rescheduled date policy.

7. Viewing Times

Perth Observatory is open Monday to Friday from 10 am to 4 pm, or by prior arrangement. Appointments are preferred.

8. Sub Hiring of Services

Perth Observatory staff must be informed of any external vendors involved in the event, including DJs, photographers, videographers, or other service providers.

Vendors must contact Perth Observatory staff to arrange a site visit if required. This allows discussion of suitable locations for photography or video, power requirements, restricted areas, and event setup arrangements.

9. Smoking

Perth Observatory is located within a state forest and is strictly a nonsmoking venue.

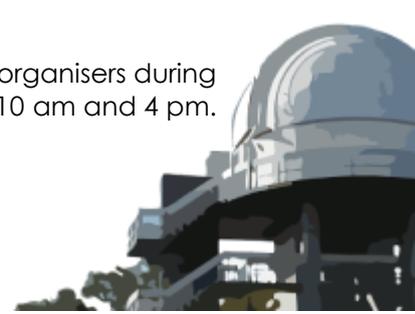
10. Decorations

Open flame candles are not permitted at Perth Observatory during the fire season. Any damage caused by unauthorised use will be charged to the client.

Nailing, screwing, stapling, or attaching materials to walls, doors, or other surfaces of Perth Observatory buildings is prohibited.

11. Deliveries of Items

All event items must be delivered to Perth Observatory by suppliers or event organisers during the week of the event. The Observatory is open Monday to Friday between 10 am and 4 pm.





Please arrange an appointment with Perth Observatory staff to organise the delivery and setup of decorations.

12. Collection of Items

All event items must be collected within seven days after the event date. If items are not collected within this time, Perth Observatory reserves the right to dispose of them.

13. Cleaning

Clients are required to ensure a general clean of the areas used during the event before leaving the venue.

14. Disability and Wheelchair Accessibility

Most facilities at Perth Observatory are wheelchair accessible. However, two domes are not accessible. The Lowell Telescope dome requires climbing sixty-nine steps, and the Astrographic Dome requires climbing fifteen steps.

Perth Observatory can tailor the tour to accommodate guest requirements where possible. Please advise us of any accessibility needs when making your booking.

A specialised telescope called a pantograph can be used by wheelchair users. However, some head and upper body movement is required to use this telescope, and the wheelchair must be positioned carefully by the guest or their carer. Please note that these activities take place in low-light conditions.

If access to the pantograph telescope is required, please advise this in the Other Requirements field on the "Corporate Events" booking form.

15. Social Media

Perth Observatory may take photographs during the event for use on social media platforms and other marketing purposes.

If you or your guests do not wish to be photographed, please advise us prior to the event.

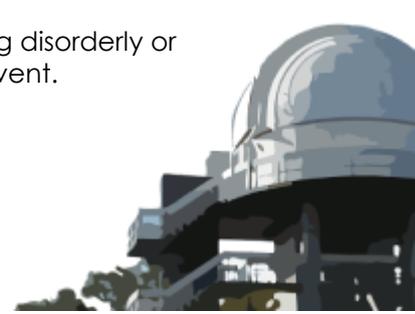
16. Social Media

Perth Observatory reserves the right to require certified security personnel if deemed necessary, for example, for large gatherings or concerts.

Where security is required, the client is responsible for arranging and covering the cost of the security services. Appropriate ratios of security staff to guests must be maintained.

16. Damages and Liabilities

Perth Observatory reserves the right to refuse service to any person displaying disorderly or inappropriate behaviour. Clients are responsible for their guests during the event.





Clients are responsible for any damage caused to the premises or equipment of Perth Observatory.

Perth Observatory does not accept responsibility for damage to or loss of property belonging to the client, guests, or service providers.

If damage is identified, notification will be provided at the conclusion of the event or within seven days following the event.

Acceptance of terms and conditions

I

Accept the terms and conditions listed above

Signature:

Date:

