



Functions Terms and Conditions

1. Tentative bookings

Tentative bookings are held for a two-week period and will automatically be cancelled unless arrangements are confirmed for an extension of the tentative booking, or if a deposit has been paid.

2. Confirmation of Booking

To confirm your booking please forward a signed copy of this document together with a deposit of 10% 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 (bookings@perthobservatory.com.au). Event deposits will only be refunded as per below:

- A full refund will occur if appropriate notice is given at least 14 days before the booking.
- A 50% refund will occur if appropriate notice is given at least 7 days before the booking.
- Deposits are strictly non-refundable if cancellation is made less than 7 days before the booking.

If you need to reschedule your tour, please contact us at your earliest convenience via email at bookings@perthobservatory.com.au.

4. Food and Beverages

Tea and coffee will be provided, other beverages and food will not be provided.





5. Barbeques

If you are interested in using the barbeque area, please bring your own food and Perth Observatory can provide you with appropriate utensils.

If you use the barbeque area, Perth Observatory does require you to clean the barbeque(s) and the area around it/them at the end of the event.

6. Weather Conditions

In the event of cloud cover or rain causing poor visibility then instead of viewing through the telescopes, Perth Observatory will provide guests with an astronomical presentation in the Lecture Theatre and a guided tour of the museum and the historical telescopes. If the sky clears enough to start or resume the viewing through the telescopes then the normal viewing of the night sky programme will resume.

If you do want to reschedule your tour because rain has been forecast, please contact us at your earliest convenience as outlined above in our Cancellation or Rescheduled Date Policy.

7. Viewing Times

Perth Observatory is open Monday to Friday 10:00 am to 4:30 pm, or by prior arrangement. Appointments are preferable.

8. Sub-Hiring of Services

Perth Observatory staff need to be informed of any sub-hiring of services for example DJs, photographers, or other personnel, before the event. Vendors need to contact Perth Observatory staff to arrange an appointment to view the locations for photos/videos and/or to discuss power requirements, Perth Observatory no-go areas, and to discuss set up of the preferred locations and times.

9. Smoking

Perth Observatory is situated in a state Forest and is strictly a non-smoking venue.

10. Decorations

Open flamed candles are not permitted at Perth Observatory during the fire season. Damage caused by unauthorized usage will be charged to the client.

Nailing, screwing, stapling, or adhering material to walls, doors or other surfaces of the Perth Observatory buildings is strictly not permitted.





11. Deliveries of Items

All event items need to be delivered to Perth Observatory, by suppliers, or employees during the week of the event. The Observatory is open from Monday to Friday between 10 am to 4:30 pm.

Please make an appointment with Perth Observatory staff enabling you to set up/arrange decorations for the event.

12. Collection of Items

All event items left at the Observatory need to be collected within 7 days of the post-event date, if this time lapses, then Perth Observatory reserves the right to dispose of these items.

13. Cleaning

Perth Observatory requires a general clean of the area that has been used at the end of the event.

14. Disability and Wheelchair Accessibility

The majority of the facilities at Perth Observatory are wheelchair accessible, there are two domes, however, that are not: the Lowell telescope dome which has 69 steps and the Astrographic Dome which houses one of the Observatory's oldest telescopes, the dome has 15 steps. We can however tailor the tour to fit the needs of guests; we do ask that you advise us of your needs when you book.

We do however have a special telescope called a pantograph that can be utilised, although a range of head and upper body movement is required to be able to use this type of telescope. The person or person's carer will need to position the wheelchair with precision to enable viewing, these activities will be, as you may be aware carried out in the dark. If access to the pantograph telescope is required, then please advise in the Other Requirements field in the form on the 'Your Function' page.

15. Social Media

Perth Observatory may take photos of the event to use on social media platforms and other marketing uses. Should you object to photographs being taken then please advise prior to the event.

16. Security

Perth Observatory reserves the right to enforce certified Security if deemed necessary, for example, large gatherings or concerts. You will be required to bear the costs and it is your responsibility to arrange the necessary Security. A ratio of security staff to guests must apply.





17. Damages and Liabilities

Perth Observatory reserves the right to refuse service to disorderly behaviour, and clients are responsible for themselves and their guests. Clients are responsible for any damage caused to the premises or equipment.

Perth Observatory does not accept responsibility for damage or loss of property belonging to the client, guests, or service providers. If damage is found to Perth Observatory, or equipment notification will be given at the conclusion of the event and/or within 7 days after the event.

Acceptance of terms and conditions

I

Accept the terms and conditions listed above

Signature:

Date:

