



# Scitech Events Partnership Event

---

General Terms and Conditions

# Table of Contents

Tentative Bookings & Confirmation .....	2
Fees.....	2
Change of Date .....	2
Cancellations .....	2
Deliveries .....	2
Advertising .....	2
Event Duration.....	2
Venue Capacity.....	2
Equipment Hire.....	2
External suppliers .....	3
Alcohol at Scitech.....	3
Damages and Insurances.....	3
Single Point of Contact .....	3
General Conditions .....	3
Responsibility .....	4
Final Details .....	4

### **Tentative Bookings & Confirmation**

Receival of the event contract & these terms and conditions indicates the start of the 14-day tentative booking; Failure to return these documents within the time window may result in your tentative booking being released.

In the event of unforeseen circumstances Scitech reserves the right to amend the booking.

### **Fees**

Any additional services or products requested by the client from Scitech will be invoiced prior to the event.

Account must be paid in full 14 days post event. Scitech will accept a remittance advise to close your event's account.

### **Change of Date**

If you require to change the date of your event, a written request must be sent to [events@scitech.org.au](mailto:events@scitech.org.au).

### **Cancellations**

To cancel an event, a written request must be sent to [events@scitech.org.au](mailto:events@scitech.org.au). If cancellation occurs within 7 days of the event, charges may apply and are payable within 14 days of the invoice.

### **Deliveries**

Scitech must be notified of all deliveries. Deliveries should be marked with the name and date of the event and addressed to the Scitech Events Team. Deliveries to Scitech are to be delivered 1 day prior or on the day of your event between 10 am - 2 pm; Deliveries outside of this window will not be accepted. Scitech does not hold any responsibility for items delivered to Scitech.

Any outside services must get approval from Scitech, if you have any concerns, please contact your event coordinator.

### **Advertising**

Scitech can provide you with a template for posters and tickets for your event, however you are also able to create your own. If you choose to create your promotional materials, please note that these must be approved by Scitech's marketing team. Please email the event coordinator any proposed advertising materials before they are published (this includes online and social media content).

Failure to do so may result in the booking being terminated by Scitech.

### **Event Duration**

Access time for your guests is determined by the agreement in place with Scitech; half an hour of setup and pack-down time is included. Any additional time will be charged to the client to cover additional staff and security costs.

### **Venue Capacity**

Scitech event's venue capacity changes depending on the package and inclusions; Scitech Discovery package – 300 (900 - when all theatres are opened), Scitech Foyer and Chevron Science Theatre – 144, Planetarium & its Foyer – 175, Magnesium meeting room – 40. Additional numbers over these capacities will not be admitted – failure to adhere to these capacities could see attendees being refused entry or an additional charge added to your invoice. Please refer to your agreement with Scitech to see your inclusions.

### **Equipment Hire**

Hire of trestle tables (8), tablecloths (8), drink tubs (5) and an Urn (1) are included in the venue hire cost. A portable PA system (\$250), staging (\$400), additional tables and tablecloths (\$15 each), and Bain Marias (\$100 each) are also available at an additional cost. Please contact your event coordinator for further information. Clients are financially responsible for any damage to this equipment, by themselves or guests during the function.

### **External suppliers**

Any external services must get approval from Scitech's event coordinator before you confirm their services. Scitech must be advised of all outside service deliveries and collections made on behalf of the client in writing to [events@scitech.org.au](mailto:events@scitech.org.au). Payment for deliveries of goods must be made by the client in advance.

Scitech will not be held responsible for any breakage or misplaced items from guests or suppliers.

### **Alcohol at Scitech**

All events wishing to have alcohol must have written approval from Scitech.

All events approved to have alcohol on site must pay an additional service fee of \$100 and have an approved manager rostered on, throughout the event.

All alcohol must be served and consumed legally, in a responsible manner as per the liquor licensing act.

Scitech is not a licensed venue. If you intend to sell or provide alcohol at your event, an occasional liquor license must be obtained from the Department of Racing, Gaming and Liquor ([www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)).

Please note depending on the size of your event you may need to apply for your occasional liquor license 28 - 14 days before your event. Scitech's event coordinator must be notified when you apply for a license and provide a copy via email once it has been granted before the event.

If you intend to sell or provide alcohol at your event and do not wish to obtain an occasional liquor license, the total number of attendees over the entire course of the function must not exceed 100 and the service of liquor is available for no more than 2 consecutive hours.

In any instance where a liquor license is not required, Scitech must still be notified in advance and an approved manager is still required.

Scitech will assume no responsibility for the sale, supply, or consumption of alcohol at events on its premises. Scitech's event supervisors will work closely with the client to ensure the safe and smooth running of their event and reserve the right to; check IDs if a person is believed to be underage, prevent intoxicated or disruptive guests from continuing to drink, ask them to leave the premise, ask for the supply/sale of alcohol to cease, and in the most severe of situations, close the event.

Gifts of alcohol presented to guests must remain sealed whilst on the premises.

No BYO alcohol requests will be accepted.

### **Damages and Insurances**

Scitech will not accept responsibility for loss or damage to equipment or merchandise left on the premises during events. Damage to the building or property caused by the client or their guests will be the responsibility of the client and the client will be charged the replacement or repair costs. All electrical appliances connecting to Scitech's power must have a valid Tag and Test label.

### **Single Point of Contact**

When planning and running an event at Scitech, there is to be a nominated single point of contact (a named representative of hirer) between the hirer and Scitech; Changes to this representative must be confirmed in writing to Scitech.

### **General Conditions**

Scitech is a non-smoking venue; under no circumstances are open flames, grills, or smoke machines to be used inside the venue.

Assistance with external equipment set up and pack down will only be provided if staff are available and opening procedures have been completed.

Nothing is to be adhered to any wall, door, or surface of the building without the permission of Scitech management. Due to ceiling height; helium balloons are not allowed in Scitech.

Standard rules apply for theatres i.e., Food will not be permitted into Planetarium. Please ask your event coordinator for further information

Scitech reserves the right to book more than one event at any one time; with the assumption that they will not intervene with each other.

### **Responsibility**

The hirer assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function. Fees will apply, including cleaning costs.

Scitech will take all necessary care but will not accept responsibility for damage or loss of any client's property in Scitech before, during, or after the event.

The hirer is responsible for conducting the event in an orderly manner and in full compliance with all applicable laws and Scitech terms, conditions, and restrictions. All children are to be supervised by their parent(s)/guardian(s) while they are at Scitech.

The hirer must ensure that they or someone nominated from the organizing committee remains on site for the duration of the event. This is to be discussed with Scitech's event supervisor and event coordinator.

Scitech reserves the right to intervene/close an event if activities are considered illegal, noisy, or offensive. This right extends to refusing the service of alcohol to any guest, it considers to be underage, intoxicated or behaving in an offensive manner, as well as refusing entry to any group or patron who arrives intoxicated.

The organization/person signing this document shall be personally liable for all charges.

All items brought on-site must be taken at the end of the event. Anything left on-site – without prior written approval - will be disposed of at the cost of the client.

### **Final Details**

To ensure your event is of the highest standard, we require written confirmation of final details including guest numbers, deliveries, beverages/liquor licenses and catering no later than 14 days prior to the event.