



# Scitech Events Venue Hire

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General Terms & Conditions

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## Tentative Bookings & Booking Confirmation

Receival of the event contract & terms and conditions indicates the start of the 14-day tentative booking. Failure to pay the deposit and return the signed contract within this period will result in your tentative bookings being cancelled. Scitech will accept a remittance advise to confirm your event.

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

## Fees

The contract signatory is liable to pay all monies due under this agreement to Scitech Discovery Centre.

Account must be paid in full either with credit card, cash, direct debit, or bank cheque at **least 14 days before** the event date. Failure to pay by the due date will incur a late processing fee of 10% of the final amount due per quarter.

Fees are calculated based on the information provided in the booking form and email communications, including but not limited to guest numbers over package inclusion, additional equipment hire and additional time allowances.

Every attempt is made to honour prices quoted; however, prices may be altered where we incur a cost increase due to circumstances beyond our control. For example, larger than anticipated guest numbers, last minute requests for use of PA etc. Any price change will be advised within 7 days post-event.

Fees are subject to change and Scitech reserves the right to alter fees at its discretion.

A final invoice will be sent to the designated contact email 6-4 weeks before the event date.

Unless discussed, payments not received within 7 days before the event, will be considered cancelled, and the \$200 deposit kept. We do not provide credit.

## 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); and a maximum extension of 6 months from the original booking date may be accommodated subject to availability. Requests made with less than 21 days' notice will result in 25% of the agreed venue hire cost being payable within 14 days of written request.

## Cancellations

To cancel an event, a written request must be sent to [events@scitech.org.au](mailto:events@scitech.org.au); the deposit is non-refundable or transferable. If cancellation occurs within 21 days of the event, 50% of the expected total will be charged and if cancellation occurs within 14 days of the event, 75% of the expected total is payable to Scitech Discovery Centre within 14 days of the invoice date.

If cancelling within 21 days of the event and Scitech has agreed to create content for your event that is no longer required; any time already spent by the content creator is payable within 14 days of written request.

## Event Duration

Your contract will outline the event hours included in the venue hire fees. An additional half an hour of setup and pack-down time is included in these costs. Any additional time will be charged to cover additional staff and delivery costs.

## 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 the day of your event and 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.

### **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 – 50 (standing). Additional numbers over these maximum 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

### **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.

### **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 maries (\$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.

### **Advertising**

Scitech will provide 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.

### **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.

### **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.

### **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 licence, 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 be notified in advance and an approved manager is still required.

### **Alcohol at Scitech Cont.**

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.

### **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 organising 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 organisation/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.

### **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 for the venue 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

### **Final Details**

To ensure that your event is of the highest standard, we require all final details including guest numbers, deliveries, catering and licenses to be provided no later than 14 days before the event.

Charges will be based on this guaranteed number or the number attending; whichever is greater.

No decreases in guest numbers will be accepted once final details have been received.

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