

**BOOKING FORM (PRIVATE ORGANISATION)**

**FAX TO: 6561 6361**

<b>Name of Organisation (Renter)</b>			
<b>Name of Person-in-Charge</b>		<b>TEL (O)</b>	
<b>Email</b>		<b>HP</b>	
		<b>FAX</b>	

**A STARLAB – PORTABLE PLANETARIUM BOOKING WITH INSTRUCTOR**

<b>No. of sessions</b> (min. 4 sessions)	<b>Date and Time</b>	<b>No. of participants</b> (max. 30 per session)	<b>Confirmed/ Unsuccessful</b> (filled by SCS)	<b>Cost</b> (filled by SCS)
Please take note of requirements for Portable Planetarium.			<b>Amount</b>	
			<b>Add GST 7%</b>	
			<b>Total Amount</b>	
<b>RATES/CHARGES</b> (inclusive of 7% GST)	<b>S\$15 per pax, minimum 120 pax (or S\$1800, 4 sessions)</b>			
	<b>min. 20 pax (or S\$300) per additional session</b>			
<ul style="list-style-type: none"> <li>By renting the portable planetarium, you agree to the terms &amp; conditions of rental (see next page).</li> </ul>				

**B VENUE REQUIREMENTS**

<b>Requirement</b>	<b>Specifications</b>	<b>Availability (Please tick)</b>
Minimum floor area	7m x 7m	
Minimum ceiling height	3.5m	
Air conditioning	Compulsory	
Suitable venues	Gymnasium, assembly hall, auditorium stage, large classroom, function room. <b>Please note: Outdoor areas such as playgrounds, sheltered basketball courts and balconies are not suitable for the planetarium.</b>	
Proposed venue		

\*Please note that Science Centre may request for more information about the venue before confirming the booking.

I have read and agree to the terms and conditions of the rental.

<b>Name</b>		<b>Signature</b>		<b>Date:</b>	
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## **Terms and conditions of rental**

### *Bookings, cancellations and amendments*

1. 100% payment is required as confirmation of booking at least 1 month from visit date. The booking will be cancelled if payment is not received 1 month before visit date.
2. 50% cancellation fee will be levied for any cancellation made within 1 month before programme date.
3. All cancellation & any booking amendments have to be sent to us at least 10 working days (by 5.30pm) before your programme dates to avoid any penalty charges.
4. Full programme fee will apply for any amendment or cancellation within 10 working days of scheduled booked date, no show, if the number attending falls below the minimum number for the programme or if the group is late for more than 30 minutes without notification.
5. Programme fee will be charged based on the quantity stated. Should the actual number of participants or shows be higher than stated number, additional charges will apply accordingly.
6. All bookings received will indicate that participants have agreed to the cancellation policy.

### *Billing and invoicing*

1. An invoice will be sent to your organisation upon confirmation of the rental.
2. Payment can be made by cheque or GIRO.

### *Proper usage of planetarium*

1. The portable planetarium (projector, dome, fan and power supply) must be used only in the manner as instructed by the staff of Science Centre.
2. The portable planetarium must be used only in the venue stated in the booking form.
3. The maximum capacity of the portable planetarium must not be exceeded. The capacity of the portable planetarium is stated on the booking form.
4. The renter shall take responsibility to safeguard the equipment and use it only under supervision of Science Centre staff. Should the equipment be damaged due to negligence by the renter, the renter will be liable for the cost of replacing the faulty item(s).
5. Any improper usage of the portable planetarium may incur damage charges.

Science Centre Board reserves the right to amend the terms and conditions without prior notice.