

ADELAIDE PLANETARIUM CONFIRMATION BOOKING FORM

PLEASE COMPLETE AND RETURN TO THE ADELAIDE PLANETARIUM TO CONFIRM YOUR BOOKING

Building P - University of South Australia - Mawson Lakes campus

Tel: 8302 3138 (office hours only)

Fax: 8302 5082

Email: adelaide.planetarium@unisa.edu.au

Web: www.unisa.edu.au/planetarium

1. BOOKING DETAILS

Name of organiser: Date of visit: Time of visit:.....

Name of group:.....

Contact telephone number:..... Fax number:.....

Email address for general correspondence:.. _____

Email address for invoicing (if different to above): :.....

2. NUMBERS ATTENDING (ESTIMATE ONLY – WILL RECONFIRM ON DAY OF VISIT)

	Numbers	Cost	Sub-total
Teachers and School Services Officers		2 FREE Per Group	-
Adults (parents, carers, volunteers)		\$6 per person	\$
Children and school students (aged 4 +)		\$4 per person	\$
Concession (incl. Pensioner, Tertiary student, Seniors, Health Care)		\$4 per person	\$
ASTRONAUT MOVIE (20 minute full dome feature film included as part of your one hour show)		Additional \$2 per person	
<i>Minimum charge \$80/ \$120 if showing ASTRONAUT</i>			*TOTAL
			\$

* It is the responsibility of the organiser to confirm with the presenter on the day of attendance numbers otherwise groups will be charged for the total amount stated above. If total amount is below \$80 (\$120 if showing Astronaut) a minimum charge of \$80/ \$120 will apply.

3. TOTAL PAYMENT ESTIMATE (PLANETARIUM)

Planetarium \$	Or <input type="checkbox"/> minimum \$80	TOTAL	\$
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4. PAYMENT OPTIONS

<p>OPTION 1 - Cash or cheque to reception on the day</p>	<p>OPTION 2 - Tax invoice to be sent out after session</p> <p>ABN No:.....</p> <p style="text-align: center; color: red;">Please complete Section 7</p>
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5. TRAVEL ARRANGEMENTS

Public transport

We will be catching the train/bus to Mawson Lakes Interchange Please see attached map

Travelling via car/bus (please read attached parking information sheet)

We will require bus permit/s How many.....

*Permits, if requested, will be posted prior to the session to address stated in **Section 7.***

PLEASE ADD YOUR REGISTRATION NUMBER TO THE PERMIT ON THE DAY

6. MAILING ADDRESS (ONLY COMPLETE THIS SECTION IF YOU REQUIRE AN INVOICE AND/OR PARKING PERMIT/S)

.....
 **Postcode:**.....

7. ACCESS

Do you require disability access? YES/NO (please circle)

If yes, what support do you require? (i.e. disability parking):.....

8. UNDERSTANDING & AGREEMENT

Conditions of Agreement

The University of South Australia shall not be responsible for any property which any member of the hiring organisation or other persons connected with the organisation may bring into the University.

Hirers must be aware of and confirm with the fire safety regulations. Every exit, passage, gangway and the immediate approaches to and from any exit door shall be kept entirely free from obstruction, whether permanent or temporary.

- I understand and agree to the conditions stated above and as stated in the attached parking information sheet.
- I understand that a **CANCELLATION FEE of \$40.00** will apply if we are not advised **one working day** prior to date of your booking.
- I understand that the Adelaide Planetarium takes no responsibility for fines that are issued to those who park illegally.

Name of organiser (please print):.....

Signature:..... **Date:**.....

OFFICE USE ONLY:

Calendar updated?	YES/NO	
Bus parking permit sent?	YES/NO	Date sent:
Tax Invoice sent?	YES/NO	Date sent:
Payroll spreadsheet updated	YES/NO	Processed by:

COMMENTS:.....

*****IMPORTANT – IT IS THE RESPONSIBILITY OF THE GROUP ORGANISER TO PROVIDE THIS INFORMATION TO ALL VISITORS ATTENDING ON THE DAY*****

DROPPING OFF – please drop students off along the eastern side of Building P

DISABLED PARKING – located along the eastern side of ML6 car park

SCHOOL BUSES PARKING

If you wish to park on campus you will need to park in the car park behind the SCT Building, Parking Bay ML9 (please see map). A Parking Permit is required to park here.

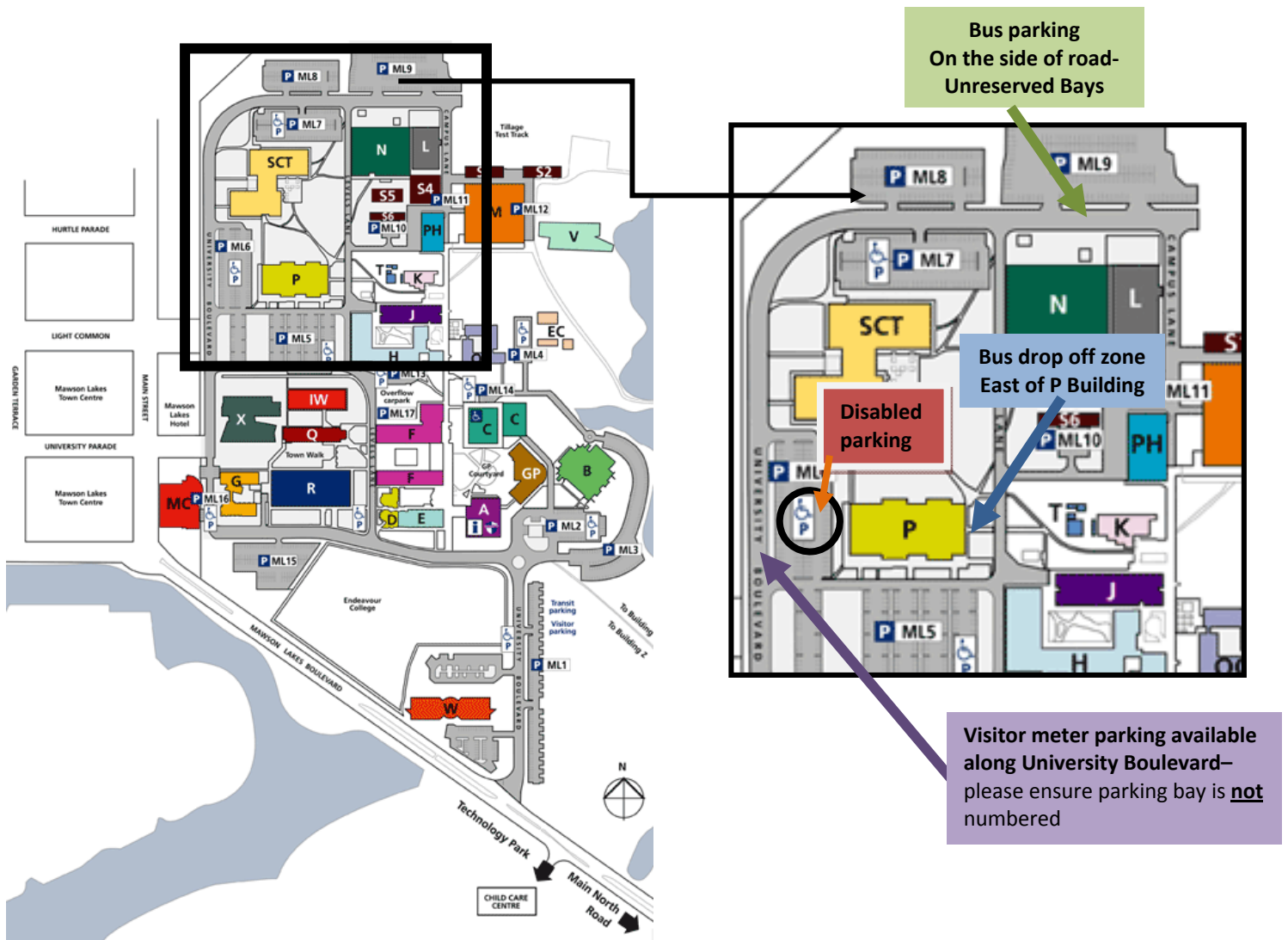
PRIVATE CARS PARKING

Meter parking is available to UniSA visitors located along University Boulevard in non-reserved bays.

For evening and weekend bookings it is acceptable to park anywhere as no permit is required.

PARKING INFRINGEMENT NOTICES WILL BE ISSUED TO ANY PERSON PARKING ILLEGALLY IN AREAS MARKED “RESERVED” OR “NON-RESERVED” EVEN IF DISPLAYING A PERMIT

The Planetarium takes no responsibility for fines that are issued to those who park illegally.



Mawson Lakes Interchange to the Adelaide Planetaryium

