Hampshire Astronomical Group
Private & Group Visits

Terms and Conditions

General

By making a booking for an organised group visit, you are deemed as accepting these Terms and Conditions.

Risk assessment

If a risk assessment is required by the visiting organisation, it is the responsibility of that organisation to carry out the risk assessment for its own purposes.

Organisations visiting the Hampshire Astronomical Group observatory that require a risk assessment will be offered the opportunity for their leader(s) to visit the observatory and carry out their own risk assessment strictly by appointment only.

Visiting Organisation's Responsibilities

Attendees within the visiting organisation remain the responsibility of the visiting leader in charge at all times during the visit.

To adhere to the arrival and departure times as agreed to at the point of booking.

The visiting organisation will bring no more than 35 people including accompanying adults for any visit.

When visits primarily involve children (people under age of 18 years) a responsible adult over the age of 18 years must be designated by the visiting organisation as the person in charge of the party. This person should make themselves known to the Hampshire Astronomical Group staff on arrival. The person organising the visit should also review the Hampshire Astronomical Group's *Safeguarding statements* available on the Hampshire Astronomical Group's website under '*Policies'*.

The person in charge of the visiting organisation is responsible for medication and first aid required by minors during the visit.

You are expected to take care during the visit and to supervise any children in your party. The adult-to-student ratio for any visiting organisation will be at least 1:8.

The person in charge of the visiting organisation should ensure that they and all persons in the visiting organisation's party are familiar with the agreed programme for the visit.

The visiting organisation's leader must ensure appropriate behaviour by their members at all times and make reasonable and careful use of the observatory. You are expected to take care during the visit and to supervise any children in your party. You are expected to follow safety advice and instructions given during the visit.

You are expected to read and bring to the attention of your party the '*site safety information'* which is on the Hampshire Astronomical Group's website under '*Open Evenings'*. On this basis, as far as it is able, the Hampshire Astronomical Group excludes liability for loss or damage suffered by any member of your visiting group because of your visit.

The Hampshire Astronomical Group accepts no responsibility for the safekeeping of any items whilst on its premises. It is the responsibility of individuals to ensure that all belongings have been collected at the end of the visit.

Payment and cancellation

Full payment is required 28 days in advance of the visit. Any booked visit not paid within the 28 days will be cancelled and the places offered to another organisation. All bookings will require full payment in advance of the visit.

Payment can be made by cash, cheque or BACS transfer, payable to the Hampshire Astronomical Group.

A full refund will be given on any cancellations that occur before one calendar month before the planned visit. Cancellations that occur within one calendar month of the planned visit will be refunded on a discretionary basis and on the assumption that the booked evening can be resold. If the evening booking is resold a full refund will be given.

All cancellations must be made/confirmed in writing (letter or e-mail).

The Hampshire Astronomical Group reserves the right to cancel any planned visit or other event due to unforeseen circumstances. The Hampshire Astronomical Group will try to give as much notice as possible of such circumstances. Any bookings made, will be fully refunded, or if requested re-allocated to another evening or day event.

Invoices can be provided if required by the visiting organisation. A receipt of payment will always be provided.

Alternative arrangements

The Hampshire Astronomical Group is a volunteer run ‘Not For Profit Organisation’ and as such is dependent on its volunteers providing their time accordingly. Therefore, we reserve the right, without notice to amend any of the schedule or content. Where a visiting organisation has a booking for multiple visits we cannot guarantee to provide an identical presentation on each visit.

Use of site and observatories

There is a strict non-smoking policy in the buildings and on the observatory site.

The Hampshire Astronomical Group will hold the visiting organisation responsible for any wilful damage they may cause to its property.

Visiting organisations should be aware that other members of the Hampshire Astronomical Group may also be using the observatory during a visit.

Accommodating Need

If any member of a visiting organisation has any additional needs, these must be highlighted at the time of booking. Every effort is made to accommodate additional needs but the Hampshire Astronomical Group may need forewarning and advice in advance so that we may best accommodate those needs. This may involve additional volunteer staff on site for the visit.

Nature of Visit

Observation of the night sky through telescopes cannot be guaranteed. Therefore the visit will comprise, an introduction, including a safety briefing, tour of some of the larger domes & telescopes (and observing if clear). The visit will conclude with a short presentation.

The Hampshire Astronomical Group reserves the right to alter the viewing of any planned astronomical object. This alteration may be prompted by, (but not exclusively), astronomical circumstances, weather, staffing or technical issues with any of the equipment.

Miscellaneous

The Hampshire Astronomical Group is not liable for any breaches or delays in the performance of its obligations under these terms and conditions arising from any event outside its control, including (but not limited to) fire, flood, storm, strike, lock out, electrical failure, equipment failure, Act of God, explosion, war, terrorist activity or acts of governmental or parliamentary authority.

These Conditions shall not be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to them.

These Conditions shall be construed solely in accordance with the laws of England. Any disputes arising from these Conditions shall be subject to the non-exclusive jurisdiction of the courts of England and Wales.

Hampshire Astronomical Group
Ratified by Committee April 2016