

## NOVINS PLANETARIUM PRIVATE GROUP SHOW INFO



### **BOOKING INFORMATION**

- For booking inquiries email [planetarium@ocean.edu](mailto:planetarium@ocean.edu) or call our Office Coordinator at 732-255-0400 x2021.
- Private show times are Tuesday-Friday at 10am, 11:30am, and 1pm, and are booked on a first come first served basis. Afternoon/Evening events may also be available.
- Planetarium Theater shows are 45 minutes to 1 hour in length.
- A fully executed contract, along with a non-refundable deposit OR a purchase order in progress are **REQUIRED** to secure your show date and time. Prior to this step, your visit is **NOT** officially reserved.
- Film trailers are on our [YouTube](#) channel and NJ/NGSS curriculum correlations are on our [School Page](#).

### **PRICING**

- Pricing applies to all attendees, including staff and chaperones.
- Public K-12 school pricing starts at \$175, which covers up to 25 attendees. After 25 people, each additional attendee is \$7 each.
- Private schools, camps, scouts, and other groups start at \$225 for up to 25 attendees. After 25 people, each additional attendee is \$9.
- Group rate pricing requires group invoicing, as well as collection and payment by the Visiting Trip Lead. \*Adult Disability organizations inquire with staff.
- We can offer a limited number of add-on activities based on grade level and number of participants. Activities run for 30-45 minutes and are billed as additional programming at the above rates.

### **ATTENDANCE**

- The Planetarium theater has 99 seats and 4 wheelchair accessible ADA spaces, which can also accommodate folding chairs. Some films have capacity limits due to sightlines.
- Please let us know of any changes to attendance at least 10 business days prior to your event. After this window, there can be no reduction of cost if less people attend.
- Attendees arriving separately from the group must be documented prior to the event.

### **ACCESSIBILITY AND SPECIAL ACCOMMODATIONS**

- Please let an employee know when booking or prior to visit date if any members of your group require specific accessibility accommodations.
- Some show content may include flashing lights. Please let an employee know when booking or prior to your visit if any attendees have any photosensitivity concerns.

## **LUNCH SPACES**

- Please do not plan to eat on OCC's campus unless you have confirmed arrangements with the Office Coordinator.
- Groups of 50 or less may book the Planetarium classroom for lunch. The cost is \$25 for a half hour, and is based on availability. Please inquire when booking.

## **GIFT SHOP**

- Please confirm if you are visiting the gift shop prior to your visit date.
- Gift shop items are priced to even dollar amounts after taxes.
- We sell items between \$1-\$22. Cash and card payments are accepted.
- Chaperones should accompany groups of 10-15 individuals into the shop at a time to ensure the best experience for both guests and staff.

## **DAY OF SHOW INFORMATION**

### **ARRIVAL & HOW TO FIND US**

- Please arrive 10-15 minutes before your showtime to allow time to walk from the parking lot to the Planetarium.
- Use Parking Lot 2 for drop off and pick up. Follow posted signs for Planetarium and Grunin Center drop off. After drop off buses are to park in Lot 2.
- A Planetarium employee may be able to meet your group at the bus drop off area. Please inquire when booking or prior to the show date.
- If you arrive late your show will be shortened accordingly to fit within the time booked.

### **VISITOR CONDUCT**

- The Planetarium theater is a dark environment. All visitors must remain in their seats for the duration of the program. Anyone leaving the theater will not be readmitted.
- All attendees must be supervised at all times. The Visiting Trip Lead is responsible for the behavior of all group attendees.
- Any individuals being disruptive, uncooperative, or exhibiting dangerous behavior will be removed from the theater. There will be no refunds for participants asked to leave.
- No food or drink is permitted in the planetarium theater at any time.
- The use of light-emitting devices, including cell phones, is prohibited during programming. Individuals will be asked to stop, and if the behavior continues may be escorted out. \*If light is needed for accessibility accommodations, you must discuss with staff during booking.
- No recording or pictures are allowed in the theater during programming.

### **FINAL PAYMENT**

- Institutions using purchase orders will submit total payment by check no later than the day of show. Any unaccounted-for participants will be billed to the institution.
- All other organizations must pay the after-deposit remainder of their total with Cash, Credit Card, or Institution check on the day of show.