

▪ **Any Reservation Request:**

- Group size needed to make a reservation request is 20 people or more. However, on a case by case basis; school groups, homeschool groups, and special needs groups may make reservation requests with group sizes of less than 20. Please contact reservations for more information.
- We require a minimum of two weeks advanced notice to take any reservation request. Any reservation request made less than two weeks away from the requested date of visit, may disqualify the group for any applicable discounts.
- To open, and choose, a show presentation to an early morning “School” show time; you must have a group of 40 or more. If your group is smaller than 40, you can only be added to an already scheduled show.
- Your group may not be the only group in a scheduled IMAX or Dome Show. We are mandated to accommodate as many students as possible. Your group, or other smaller groups, may be added to an already scheduled show.
- All groups must arrive 30 minutes prior to their first scheduled presentations. Please allow for inclement weather or traffic.
- Reservation requests can be made up to one year in advance.
- Any items declined on a reservation request are the responsibility of the teacher/chaperones/adults in the group to enforce. Examples; no store time, no concessions time, etc.
- All reservation requests are processed on a “First-come, first-served” basis.
- Any individual(s) trying to pay for themselves separately from the group, or not accounted for on the reservation request, are subject to regular ticket pricing.
- Your reservations request has been finalized when you receive a reservation confirmation and confirmation number from the reservations department.
- You will receive the reservation confirmation via email, as soon as time and scheduling permits. But, no later than two to four weeks prior to your scheduled visit.

Home Schools** according to **Utah Law 53A-11-101.5(2), (5) and (6)**, if the minor’s parent files a signed certificate with the minor’s school district of residence, as defined in Section **53A-2-201**, that the minor will attend a home school and receive instruction as required by Subsection (2)(b). ***The Clark Planetarium must have a copy of the affidavit issued by the local school board excusing a minor from attendance in the local school or they will not receive the school discounts and will pay regular public prices. Please note; that until we receive the affidavit(s) for the applicable students, your reservation will be treated as a regular group reservation.

Utah State Tax Exempt: A copy of your groups TC-721 or TC-721G form, which ever applies to your group, must be provided to the Clark Planetarium. Use tax.utah.gov/forms-pubs/forms if you need a blank copy of your respective form. We do not accept any out of state tax exemptions.

▪ **Hansen Dome Theatre Pricing: Utah Public Schools/ Charter Schools/Home Schools***

- Free to all Utah Public Schools/Charter Schools/Home School students.
- For every 10 students, 1 Teacher or adult is allowed free entry into the theatre (10 to 1 ratio).
- All other adults will be charged the \$6 School pricing if seats are reserved at the time the reservation request is made.
- Any adult paying for themselves separately, or unaccounted for on the reservation, will be charged regular ticket pricing.

▪ **Hansen Dome Theatre Pricing: All other groups**

- May receive \$1 off regular ticket pricing, if they meet group size and reservations scheduling requirement.
- General admission tickets are \$7 each for shows before 5 PM (Except special engagements).
- \$9 for adults and teens after 5pm.
- \$7 for children 12 and under.
- Children 2 and under are free, as long as they are on a parent or siblings lap.

- **IMAX Pricing: Utah Public Schools/Charter Schools/Home Schools***
 - While funding is available, the First Scheduled show for any Grade level, or Club, follows the Dome Pricing for Utah Public Schools/Charter Schools/Home Schools*.
 - If additional funding is no longer available, or any Additional IMAX shows are being scheduled the cost will be \$6 per person for everyone in your group (Students, Teachers, and Chaperones).
- **IMAX Pricing: All other groups**
 - May receive \$1 off regular ticket pricing, if they meet group size and reservations scheduling requirement.
 - General admission tickets are \$7 each for shows before 5 PM (Except special engagements).
 - \$9 for adults and teens after 5pm.
 - \$7 for 12 and under after 5pm.
- **Science on a Sphere Pricing: Utah Public Schools/Charter Schools/Home Schools***
 - Can only be scheduled through the reservations department.
 - No cost for Utah Public Schools/Charter Schools/Home Schools*.
 - Available for scheduling between 9:30 AM to 2:00 PM, Monday through Friday.
 - Depending on group size, and availability, additional Science on a Sphere presentations may be needed to schedule larger groups. Please contact reservations for more information.
- **Science on a Sphere Pricing: All other school or special needs groups (not applicable with general reservations)**
 - Can only be scheduled through the reservations department.
 - The cost is \$3 dollars per person, no discounts applied.
 - If your group pays to see an IMAX or Dome Theatre show, the Science on a Sphere can be schedule at no additional charge.
 - Available for scheduling between 9:30 AM to 2:00 PM, Monday through Friday.
 - Depending on group size, and availability, additional Science on a Sphere presentations may be needed to schedule larger groups. Please contact reservations for more information.
- **Special Accommodations:**
 - There is limited wheelchair seating available in both Hansen Dome Theatre, and the IMAX Theatre.
 - There are 4 individual closed-captioning monitors available for the hearing impaired for select IMAX films.
 - A red light is available for ASL interpreters in the Hansen Dome Theatre.
 - Groups with individuals providing one-on-one assistance may receive additional free seating for those individuals. Please contact the reservations department for any needs, and additional information.
- **IMAX Popcorn and Drink Special Pricing: All Groups**
 - For the IMAX Theatre only, No Concessions may be taken into the Hansen Dome Theatre or Science on a Sphere presentations.
 - May be ordered at the time the reservation request is made, or added/removed up to two business days before the requested date of visit.
 - The cost is \$2 dollars per person, and must be paid for at the time of service.
 - You will still be charged for all ordered specials if you do not notify the reservations department of any changes to your group numbers.
- **Planet Fun Store: All Groups**
 - This can be requested at the time the reservation request is made.
 - The Planet Fun Store Gift Shop offers a great variety of gifts including many science related products. Prices range from \$2 dollar to well over \$50 dollars.
 - We require one adult for every ten students while inside the store. Maximum of 50 students at any one time. Adults should be watching students, making sure they are not damaging, breaking, or stealing products.
- **Any group with concessions time:**

- The group is encouraged to start purchasing their concessions items as soon as possible before the IMAX film starts. The concessions stand will be ready a minimum of 30 minutes before the IMAX film starts.
- At **10 minutes** before the film starts, the staff will have to cut off a portion of the line at the concessions stand. Where this cut off is at will be based on the length of the line, and what can be handled in the remaining time frame. This portion will be asked to proceed to the theatre to be seated.
- At **5 Minutes** before the IMAX film starts the concessions stand will be cut off entirely, and the remaining individuals will be asked to go to the theatre.

SCHOOL AND GROUP PAYMENT POLICY AND REFUND POLICY

Schools and other groups of 20 or more are required to have a reservation to receive a discount or special school pricing. Reservations must be made at least 2 weeks in advance. One single payment is required at the time of service for the number of participants attending a show(s). Any adults paying separately from the group, or not accounted for on the reservation, are subject to regular ticket pricing for the show(s) they are participating in.

If the school or group DOES NOT have a preprinted check, the number of students/patrons may be decreased on the reservation the day of the show as required. The group will pay for the number of the actual participants at the time of service by credit card, PO, cash, or check.

If the school or group DOES have a preprinted check based on the reservation quantity, the reservation will not be adjusted **downward** at the ticket counter on the day of the show. No matter how many actual people attend, the reservation will remain as is, and we cannot process a return for the excess amount.

If the school or group has decided to prepay for their trip with a check or credit card, and then additional people need to be added to the reservation, the reservation may be adjusted **upward** for extra attendees if there is room in the theatre. You will still need to contact reservations ahead of time to add these additional people. The balance due (difference between prepaid amount for reservation and number of additional attendees) may be paid by credit card, cash, or purchase order at the ticket counter the day of the show. If there are any decreases in numbers after the reservation has been paid for, we cannot process a return for the excess amount. Please make sure the groups numbers are correct before paying for the trip.

*If you have **pre-ordered any concessions packages** for your group; you will pay for the combos at the tickets counter with your ticket order. To make changes to your concessions combos that have been ordered, you must contact Reservations (385-468-1227) no later than two business days before your fieldtrip. If you do not inform us of any changes in your numbers, or cancellation of the order, you will still be charged for any ordered concessions packages. If your first show is an IMAX and you have ordered concessions combos, you must be on time or your order will be given to your group following the movie. If you do not pay for your concession package at the ticket counter during check in, you will be charged double the price at the concession counter. There are no exceptions.*