



Charleston Planetarium

— Where Stars Come Alive!

CHARLESTON PLANETARIUM FIELD TRIPS

Thank you for planning a visit to the Charleston Planetarium! We are excited to welcome your group and look forward to providing an immersive, educational, and fun learning experience for your students.

To help us serve you better, we have established the following guidelines for all field trips. Please review these carefully and ensure all group members are aware of them before your visit.

General Guidelines

- **Supervision:** Students must be supervised at all times. They should remain with their group and must not wander off for any reason.
 - **Behavior:** Respectful and attentive behavior is expected at all times. Students must follow the directions of Planetarium staff to ensure a safe and positive learning environment.
 - **Facilities:** Public restrooms are not provided inside the Planetarium. Restrooms are available in the mall area prior to check-in.
 - **Arrival:** Please arrive at least **15 minutes before your scheduled program** to allow time for payment, check-in, and restroom use.
 - **Instructions:** Your field trip leader will receive important instructions upon arrival.
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Admission & Fees

- A minimum fee of **\$250** is required for smaller groups.
- Admission is **\$8.00 per student** plus a **\$50 processing fee** per group.

- Two teachers per class are admitted free of charge. Additional teachers are \$8.00 each.
 - Chaperones are **\$8.00 each**. A minimum of **one adult per 15 students** is preferred.
 - Each student must bring a **completed liability form** on the day of the trip.
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Reservations & Group Size

- **Reservations must be made online.** You can also view available dates and times via our reservation system. [Click to reserve](#)
 - Please choose your preferred program and submit both required forms with your reservation request.
 - Group size is limited to **40 individuals** (including teachers and chaperones). Groups larger than 40 must be split into two shows.
 - Each visit includes a **Q&A session**, a **student activity**, and time to visit the **gift shop and educational displays**.
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Payment & Cancellations

- **Reservations are first-come, first-served** and should be made at **least four weeks in advance**.
- If your group includes students with **special needs**, please indicate this during booking.
- A **50% deposit is due two weeks before your trip**, based on your estimated group size and the \$50 processing fee.
 - Payments may be made via check (payable to Charleston Planetarium) and mailed to:
Charleston Planetarium
2070 Sam Rittenberg Blvd., A-112
Charleston, SC 29407
 - You may also pay using the **QR code** located at the bottom of this document.

- An invoice for the remaining balance will be sent **one week before the field trip**, based on your confirmed attendance.
 - If we do not receive your final numbers, you will be charged based on the original estimate.
- The remaining balances may be paid on the day of the field trip **by check or card**, or via the same **QR code**.
- **Cancellations must be made in writing via email at least 7 days prior to your visit.** Late cancellations will incur a **20% fee** of the total due.
- **Late arrivals** may result in shortened or canceled programs, depending on schedule availability. However, full payment is still required.

Lunch Option

Box lunches can be ordered through **Chick-fil-A** in the Food Court. Orders may be placed here:

<https://order.chick-fil-a.com/catering/details>

We look forward to your visit and appreciate your cooperation in helping us create a safe, engaging, and educational experience for your students!

