terms & conditions

invoicing
- Duke shall submit the invoice via email within 1 week prior to tour.
- Make check payable to Duke University-DiVE facility.
- Tour group may bring check in the day of tour or mail it to address indicated on invoice.
- Total fee shall reflect the actual length of your DiVE tour. If this is longer than your pre-scheduled timeframe, an additional fee of $100 per half-hour will apply after a 15-minute grace period.

cancellation & no-show
- Cancellation must be received 24-hours prior to tour.
- If group fails to show up for tour, or cancels the day of, 50% of quoted fee will be charged.
- If the DiVE needs to cancel a scheduled tour due to extenuating circumstances, we will notify you as soon as possible.
- If a tour in process is abruptly ended due to extenuating circumstances, such as a fire alarm or technical problems, the fee will be reduced to only actual time spent in DiVE.

liability

The DiVE equipment system costs over $1 million and is highly fragile!
- Groups are liable for loss and damage due to misuse of DiVE equipment by visitors on the tour.
- Please make sure individuals are calm, respectful, and aware of their surroundings.

I understand and agree to the Terms and Conditions.

_____________________________  _______________________________  _______________________________
name                              signature                            date

tour group name _______________________________