

Please fill in all fields. Incomplete forms will not be accepted.

Email: siti_asmah_abdul_karim@nhb.gov.sg / Razmiah_Banu_YACOB@nhb.gov.sg

INDIAN HERITAGE CENTRE MUSEUM-BASED LEARNING SCHOOL BOOKING FORM		
Date of visit:	Time slots:	
	1ST CHOICE (Pls tick 1 only) <u>MONDAYS ONLY</u> <input type="checkbox"/> 8.30am to 10.45am <input type="checkbox"/> 11.30am to 1.45pm <u>TUES TO FRI ONLY</u> <input type="checkbox"/> 9.00am to 11.15am <input type="checkbox"/> 2.30pm to 4.45pm	2ND CHOICE (Pls tick 1 only) <u>MONDAYS ONLY</u> <input type="checkbox"/> 8.30am to 10.45am <input type="checkbox"/> 11.30am to 1.45pm <u>TUES TO FRI ONLY</u> <input type="checkbox"/> 9.00am to 11.15am <input type="checkbox"/> 2.30pm to 4.45pm
Name of School:		
Contact Person:	Department:	
Contact No:	(O):	(HP):
Email Address:		
Contact(s) of teacher(s) accompanying students: (if available)	Name: Hp:	Name: Hp:

DETAILS & PURPOSE OF VISIT						
Total number of teachers/parent volunteers:						
<u>Total Number of Students & Educational Level:</u>						
Primary (No of students)						
P1	P2	P3	P4	P5	P6	
<i>*Please note that maximum number of students per time slot is 150 pax.</i>						

Purpose (Please ✓ one option):

- | | |
|---|---|
| <input type="checkbox"/> Singapore's Little Treasures (Pre-school) | <input type="checkbox"/> Learning Journey/Museum-Based Learning (National Education, CCE) |
| <input type="checkbox"/> Field-based Learning (Social Studies, Primary) | <input type="checkbox"/> CCA Outing: _____ (Please specify) |
| <input type="checkbox"/> Historical Investigation (History, Secondary) | <input type="checkbox"/> Others: _____ (Please specify) |

ADDITIONAL REMARKS

ACKNOWLEDGEMENT

On behalf of the School/Company/Organization, I hereby declare that I have read, understood and agreed to the terms and conditions attached to this Booking Form. I understand that my booking application is subject to the approval of the National Heritage Board (as represented by the Indian Heritage Centre).

Name & Designation:

Signature &

Date:

Company Stamp:

UEN No. (if applicable):

TERMS AND CONDITIONS

1. BOOKING & PAYMENT

All applications for school group visits shall be submitted to National Heritage Board/Indian Heritage Centre ("NHB/IHC") via the IHC School Booking Form, at least four (4) weeks prior to the date of visit.

For chargeable workshops: If the booking application is approved, NHB/IHC will send to the School/Company/Organization (i) a Letter of Confirmation for the School/Company/Organization's acknowledgement and (ii) an invoice for the applicable Programme Fees ("Programme Fees") after the conduct of the programme, or if the School/Company/Organization is liable for the Programme Fees due to late cancellation/no-show. Payment shall be made within thirty (30) days of the invoice date through electronic platforms.

2. VENUE RULES AND REGULATIONS

Please note the following Venue Rules and Regulations during the visit:

- No flash photography and/or video filming are allowed in the galleries.
- Food and drinks are strictly prohibited in the galleries.
- Smoking in the galleries and IHC compound is strictly prohibited.

The accompanying teachers shall ensure that all students and other visitors (if any) from the School/Company/Organization observe the abovementioned Venue Rules and Regulations at all times during the visit.

The accompanying teachers shall also ensure that all students and other visitors (if any) from the School/Company/Organization refrain from rowdy behaviour, especially in common and waiting areas, during the visit. NHB/IHC reserves the right to immediately stop any activity or conduct which is, in NHB/IHC's sole discretion, deemed to be illegal, improper, indecent, unsafe or is likely to cause a nuisance to other persons within or around the venue. NHB/IHC shall further have the right to immediately eject from the venue (or require the School/Group/Company to eject from the venue) any person(s) that is found to be engaging in such activity or conduct.

3. INDEMNITY

The School/Company/Organization shall be fully responsible for any death, injury, loss or damage due to careless or other actions on its part or the part of the students or accompany adults and shall indemnify NHB/IHC from any losses, claims, damages, liabilities, costs and expenses arising out of or in connection with the same.

4. CANCELLATION / NO-SHOW

A cancellation charge of \$30 per group of 20 students will be levied to the school for any cancellation made less than five (5) working days in advance or for any no-shows. For the purposes of this clause, a no-show refers to failure to turn up for the programme without any prior notification given to the museum/HL

In the event of cancellation of scheduled tour(s) due to events that are beyond NHB's reasonable control (including acts of God, civil or military authority, civil disturbance, wars, riots, strikes, fires, haze or other catastrophe), cancellation fees will be waived. To avoid doubt, "haze" in this Clause refers to a 24-hour PSI forecast of 101 and above, as released by the National Environment Agency.

5. PUNCTUALITY

In the event that the School/Company/Organization is late for the programme (not constituting a no-show), NHB/IHC reserves the right to modify the programme or omit components of the programme to ensure that it ends at the confirmed timing(s) stated in the Letter of Confirmation. No extension of time will be provided to compensate for the later start time.

Should NHB/IHC start the programme late due to unforeseen circumstances, the programme will be delivered in its entirety.

6. PHOTOGRAPHY

Photographs may be taken by NHB/IHC during the programme, for use in publicity and marketing materials. Please approach NHB/IHC in advance if you have any concerns.

7. DAMAGE TO IHC PROPERTY

The School/Company/Organization shall take reasonable care when visiting the NHB/IHC and shall not cause or permit any damage to be done to the NHB/IHC's premises (including the furniture, fittings, equipment and /or any other property therein).

The School/Company/Organization shall immediately report to NHB/IHC any damage to the NHB/IHC (including any loss or damage to any equipment/facilities provided therein) and shall permit NHB/IHC to conduct such repairs, replacement and restoration work as NHB/IHC may consider necessary. If such damage or loss (or any other damage or loss to the IHC premises discovered by NHB/IHC after the visit) is not the result of fair wear and tear but has arisen out of or in connection with abuse, misuse, negligence or default of the School/Company/Organization, including the students, accompanying adults or other sub-contractors or invitees, the full cost of any necessary repairs, replacement and restoration work shall be borne solely by the School/Company/Organization.

8. GOVERNING LAW

This Booking Form shall be governed by and construed in accordance with the laws of the Republic of Singapore.

For official use only:

Payment Details: <input type="checkbox"/> To be invoiced <input type="checkbox"/> FOC <input type="checkbox"/> Paid at counter		Internal Use:
Booking Fee		
Adults :	at rate S\$	
Students :	at rate S\$	
Seniors :	at rate S\$	
Tour :	at rate S\$150/session	
Total Amount Payable: S\$ (Inclusive of GST)		