

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

| INDIAN HERITAGE CENTRE GROUP BOOKING FORM | | |
|---|----------------|--------|
| Date of Visit: | Time of Visit: | |
| Name of School/Organisation/Company: | | |
| Address: | | |
| Contact Person: | Department: | |
| Email Address: | Office No: | HP No: |
| Contact(s) of teacher(s) accompanying students (if applicable): | | |
| Name: | HP No: | |
| Name: | HP No: | |
| Name: | HP No: | |

Please include the tour agency / vendor details (if applicable):

| | | |
|-----------------|--------|--------|
| Name of agency: | Email: | |
| Contact Person: | DID: | HP No: |

| DETAILS & PURPOSE OF VISIT (FOR SCHOOLS ONLY) | | |
|---|-----------------------|---|
| Educational Level (For schools only): | | Purpose (Please ✓ one option): |
| <input type="checkbox"/> Pre-school | Level:_____ Pax:_____ | <input type="checkbox"/> Learning Journey (National Education, CCE) |
| <input type="checkbox"/> Primary | Level:_____ Pax:_____ | <input type="checkbox"/> Post-exam Learning Journey |
| <input type="checkbox"/> Secondary | Level:_____ Pax:_____ | <input type="checkbox"/> Field-based Learning (Social Studies, Primary) |
| <input type="checkbox"/> Junior College | Level:_____ Pax:_____ | <input type="checkbox"/> Historical Investigation (History, Secondary) |
| <input type="checkbox"/> Polytechnic | Level:_____ Pax:_____ | <input type="checkbox"/> Free and easy |
| <input type="checkbox"/> ITE | Level:_____ Pax:_____ | <input type="checkbox"/> CCA Outing: _____ (Please specify) |
| <input type="checkbox"/> University | Level:_____ Pax:_____ | <input type="checkbox"/> Others: _____ (Please specify) |
| <input type="checkbox"/> Others (Please specify level & age group: _____) | Pax:_____ | <input type="checkbox"/> Remarks: _____ _____ |
| Total number of teachers/parent volunteers: | | Teachers:_____ Volunteers:_____ |
| Total Ethnic breakdown: Chinese: _____ Malay: _____ Indian: _____ Others: _____ Foreigner: _____ | | |

| TYPE OF VISIT (FOR SCHOOLS ONLY) | | |
|--|---|---|
| PRE-SCHOOL | | |
| <input type="checkbox"/> Free & Easy <i>(not using any resources)</i> | <u>Self- Guided Tour</u> <input type="checkbox"/> Singapore's Little Treasures <input type="checkbox"/> School Resources | <u>Others</u> |
| PRIMARY | | |
| <input type="checkbox"/> Free & Easy <i>(not using any resources)</i> | <u>Self- Guided Tour</u> <input type="checkbox"/> School Resources <input type="checkbox"/> Agency/Vendor Resources <input type="checkbox"/> IHC Resources: <input type="radio"/> Discovery Kit (Activity Booklet) <input type="radio"/> IHC Media Guide/Smartify App <input type="radio"/> Special Exhibition Activity Booklet <input type="radio"/> Little India Heritage Trail Map and Booklet | <u>IHC Guided Tour</u> <input type="checkbox"/> Guided Tour of Permanent Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Guided Tour of Special Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Little India Heritage Trail <input type="checkbox"/> Workshop/Activities: <input type="radio"/> Traditional Games <input type="radio"/> Craft Activity |
| SECONDARY/TERTIARY | | |
| <input type="checkbox"/> Free & Easy <i>(not using any resources)</i> | <u>Self- Guided Tour</u> <input type="checkbox"/> School Resources <input type="checkbox"/> Agency/Vendor Resources <input type="checkbox"/> IHC Resources: <input type="radio"/> Discovery Kit (Activity booklet) <input type="radio"/> IHC Media Guide/Smartify App <input type="radio"/> Special Exhibition Activity Booklet <input type="radio"/> Little India Heritage Trail Map and Booklet | <u>IHC Guided Tour</u> <input type="checkbox"/> Guided Tour of Permanent Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Guided Tour of Special Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Little India Heritage Trail <input type="checkbox"/> Workshop/Activities: <input type="radio"/> Traditional Games <input type="radio"/> Craft Activity |

| DETAILS OF VISIT (FOR CORPORATE GROUPS ONLY) | | |
|--|---|---|
| Total no. of Pax: SC/PR: _____ Foreigners: _____ Adults: _____ Students: _____ Seniors: _____ PWDs: _____ Caregivers: _____ C: ___ M: ___ I: ___ O: ___ | <input type="checkbox"/> Free & Easy <i>(not using any resources)</i> <input type="checkbox"/> <u>Self- Guided Tour</u> <input type="checkbox"/> Agency/Vendor Resources <input type="checkbox"/> IHC Resources: <input type="radio"/> IHC Media Guide/IHC Smartify App <input type="radio"/> Little India Heritage Trail Map and Booklet | <u>IHC Guided Tour</u> <input type="checkbox"/> Guided Tour of Permanent Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Guided Tour of Special Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Little India Heritage Trail |

PREFERRED GUIDING LANGUAGE
(based on availability of guides)

English

Mandarin

Tamil

Remarks (if any): _____

ACKNOWLEDGMENT

I, the undersigned, the duly authorized representative of the School/Company/Organisation*, understand that the booking is subject to the approval of the National Heritage Board (as represented by the Indian Heritage Centre).

On behalf of the School/Company/Organisation*, I hereby declare that I have read, understood and agreed to the terms and conditions attached to this Booking Agreement, and shall abide by the same, should the booking be approved.

Name & Designation:

Signature &

Date:

Company Stamp:

**delete where appropriate*

TERMS AND CONDITIONS

1. BOOKING & PAYMENT

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

NHB/IHC will send the School/Company/Organisation an invoice for the booking fee ("Booking Fee") within four (4) weeks of the date of the visit by the School/Company/Organisation to IHC. Cheques should be made payable to "**National Heritage Board**".

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 IHC Building and at front of IHC is strictly prohibited.
- The School/Company/Organisation shall avoid booking during the restricted timing of
 - Tuesday to Friday, 10.45am – 11.30am
 - Saturday, 1.45pm – 2.30pm
 - Special Exhibition Gallery, Free Guided Tour, weekdays & weekends (* timing subject to change)

The Person-in-charge should ensure that members of the School/Company/Organisation observe the abovementioned Venue Rules and Regulations at all times during the visit.

The Person-in-charge should also ensure that members of the School/Company/Organisation refrain from rowdy behaviour, especially in common and waiting areas, during the visit. NHB/IHC reserves the right to immediately to 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. WAIVER OF LIABILITY

NHB/IHC shall not be liable for the death or any injury to members of the School/Company/Organisation unless such death or injury is due to the gross negligence or other failure of NHB/IHC to perform its obligations under this Booking Contract or any applicable law.

4. CANCELLATION / NO-SHOW

Booking Fees will not be refunded for any booking cancelled less than thirty (30) days prior to the commencement of the tour/programme, and the full Booking Fee for the tour/programme will be chargeable to the School/Company/Organisation.

In the case of a no-show by the School/Company/Organisation on the actual day, the full Booking Fee for the tour/programme will be chargeable to the School/Company/Organisation. No-show applies when client is late for more than 15 minutes without notification. Any scheduled tour/programme shall be automatically cancelled after 15 minutes of no-show and full fees will be charged to the School/Company/Organisation.

Should the IHC initiate cancellation of booking due to unforeseen circumstances, IHC shall endeavour to inform the School/Company/Organisation at least thirty (30) days prior to tour/programme commencement and refund the Booking Fee in full. IHC will however not bear responsibility for travel expenses or any costs which the School/Group/Company might have incurred.

5. PUNCTUALITY

Should School/Company/Organisation be late for the tour/programme, IHC staff reserve the right to modify the tour/programme or omit components of the tour/programme to ensure that the tour/programme finishes at the timing(s) stated in the Booking Form. No extension of time will be allowed to compensate for the later start time.

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

6. DAMAGE TO IHC PROPERTY

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

The School/Company/Organisation shall immediately report to NHB/IHC any damage to the IHC (including any loss or damage to any equipment/facilities provided therein) and shall permit NHB 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/Organisation, its sub-contractors or invitees, the full cost of any necessary repairs, replacement and restoration work shall be borne solely by the School/Company/Organisation.

7. GOVERNING LAW

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