

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

SUN YAT SEN NANYANG MEMORIAL HALL SCHOOL BOOKING FORM		
Date of Visit:	Time of arrival:	
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:

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

Name of agency:	Email:	
Contact Person:	DID:	Mobile:

DETAILS & PURPOSE OF VISIT						
Total number of teachers/parent volunteers:						
Total Number of Students & Educational Level:						
<input type="checkbox"/> Pre-school						
N1	N2	K1	K2	Total		
<input type="checkbox"/> Primary						
P1	P2	P3	P4	P5	P6	Total
<input type="checkbox"/> Secondary						
S1	S2	S3	S4	S5	Total	
<input type="checkbox"/> Junior College/Institute/Polytechnic/University* (*Please delete accordingly)						
Year 1	Year 2	Year 3	Year 4	Total		
<input type="checkbox"/> Others (Please specify level & age group): _____						
Total Ethnic Breakdown:						
Chinese	Malay	Indian	Others			

I'm interested in....		
NHB Guided Visit <i>Visit/Workshop/Programme that is supported/guided by NHB personnel</i>	Non-NHB Guided Visit <i>Visit that is not guided by NHB. Could be guided by school staff or external vendors engaged by the school</i>	Free & Easy Unguided Visit <i>Visit that is not guided by NHB, school staff or external vendors (Self-directed learning)</i>
<input type="checkbox"/> Guided Tour of Permanent Galleries (maximum 15 participants per session) <input type="checkbox"/> Workshop/Programme <input type="checkbox"/> Cultural Appreciation Programme with Museum Educators @ Heritage Institutions (Pri 4 – 6)	<input type="checkbox"/> NHB Resource Package <input type="checkbox"/> Non - NHB Resource Package	<input type="checkbox"/> NHB Resource Package <input type="checkbox"/> Non - NHB Resource Package <input type="checkbox"/> Nil

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

PREFERRED GUIDING LANGUAGE
<input type="checkbox"/> English (please amend accordingly) <input type="checkbox"/> Chinese
ADDITIONAL REMARKS

ACKNOWLEDGEMENT
<p>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 Malay Heritage Centre).</p>
<p>Name & Designation: _____ Date: _____ UEN No. (if applicable): _____</p>
<p>Signature & Company Stamp: _____</p>

TERMS AND CONDITIONS

1. BOOKING & PAYMENT

All applications for group visits shall be submitted to National Heritage Board/Sun Yat Sen Nanyang Memorial Hall (NHB/SYSNMH) via the SYSNMH School/Group Booking Form, at least four (4) weeks prior to the date of visit.

2. VENUE RULES AND REGULATIONS

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

- a. No flash photography and/or video filming are allowed in the galleries.
- b. Food and drinks are strictly prohibited in the galleries.
- c. Smoking in the galleries and SYSNMH compound is strictly prohibited.
- d. The School/Company/Organization shall avoid bookings during the restricted timing of Tuesday to Friday, 1.30pm - 3pm, Saturday & Sunday 2.30pm – 3.30pm.

The Person-in-charge should ensure that members of the School/Company/Organization 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/Organization refrain from rowdy behaviour, especially in common and waiting areas, during the visit. NHB/SYSNMH reserves the right to immediately stop any activity or conduct which is, in NHB/SYSNMH'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/SYSNMH 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/SYSNMH shall not be liable for the death or any injury to members of the School/Company/Organization unless such death or injury is due to the gross negligence or other failure of NHB/SYSNMH 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/Organization.

In the case of a no-show by the School/Company/Organization on the actual day, the full Booking Fee for the tour/programme will be chargeable to the School/Company/Organization. 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/Organization.

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

5. PUNCTUALITY

Should School/Company/Organization be late for the tour/programme, SYSNMH 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 SYSNMH start the tour/programme late due to unforeseen circumstances, the tour/programme will be delivered in its entirety.

6. PHOTOGRAPHY

Photographs of participants may be taken for publicity and marketing materials by NHB/SYSNMH. Please approach SYSNMH in advance if you have any concerns.

7. DAMAGE TO SYSNMH PROPERTY

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

The School/Company/Organization shall immediately report to NHB/SYSNMH any damage to the SYSNMH (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/SYSNMH may consider necessary. If such damage or loss (or any other damage or loss to the SYSNMH premises discovered by NHB/SYSNMH 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, its 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 Contract 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 <u>Booking Fee</u> 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)	Internal Use: <input type="checkbox"/> FOM <input type="checkbox"/> MD <input type="checkbox"/> MV <input type="checkbox"/> Confirmed Time Slot: Date: _____ <input type="checkbox"/> Docent Confirmation: Date: _____ <input type="checkbox"/> Sending of Confirmation to Requestor Date: _____ <input type="checkbox"/> Sending of Reminder to Requestor & Docent Date: _____
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