

Please fill in all fields.

SYSNMH GROUP BOOKING FORM		
Name of Company / Organization:		
Non-profit Organization / Government Agency / Private or Commercial (<i>Circle where appropriate</i>)		
Contact Person:	Department:	
Address:	Email:	
	DID:	Mobile:
Date of visit:	Time of arrival:	
No. of adults:	No. of students & age group:	No. of senior:

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

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

PURPOSE OF VISIT (<i>Please tick 1 only</i>)
<p>CORPORATE / ORGANISED GROUP VISIT</p> <p><input type="checkbox"/> Corporate Retreat</p> <p><input type="checkbox"/> National Education (NE)</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Others: _____ (<i>Please state</i>)</p>

I am interested in:

MUSEUM VISIT (For Organisation)
<p><input type="checkbox"/> Free & Easy</p> <p><input type="checkbox"/> Guided Tour of Permanent Galleries @ \$150/hour (maximum 15 participants per session)</p> <p>*Standard Admission Fees apply</p>

PREFERRED GUIDING LANGUAGE
<p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Chinese</p>

ADDITIONAL REMARKS
ACKNOWLEDGEMENT
<p>I, the undersigned, the duly authorized representative of the School/Company/Organization, understand that the booking is subject to the approval of the National Heritage Board (as represented by Sun Yat Sen Nanyang Memorial Hall).</p> <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 Agreement, and shall abide by the same, should the booking be approved.</p> <p>Name & Designation: _____ Signature & Date: _____ 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:

<p>Payment Details:</p> <p><input type="checkbox"/> To be invoiced <input type="checkbox"/> FOC <input type="checkbox"/> Paid at counter</p> <p><u>Booking Fee</u></p> <p>Adults : at rate S\$</p> <p>Students : at rate S\$</p> <p>Seniors : at rate S\$</p> <p>Tour : at rate S\$150/session</p> <p>Total Amount Payable: S\$ (Inclusive of GST)</p>	<p>Internal Use:</p> <p><input type="checkbox"/> FOM <input type="checkbox"/> MD <input type="checkbox"/> MV</p> <p><input type="checkbox"/> Confirmed Time Slot:</p> <p> Date: _____</p> <p><input type="checkbox"/> Docent Confirmation:</p> <p> Date: _____</p> <p><input type="checkbox"/> Sending of Confirmation to Requestor</p> <p> Date: _____</p> <p><input type="checkbox"/> Sending of Reminder to Requestor & Docent</p> <p> Date: _____</p>
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