

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

MALAY HERITAGE CENTRE EDUCATIONAL INSTITUTION BOOKING FORM		
Date of Visit:	Arrival Time:	
	Departure Time:	
Name of Educational Institution:		
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"/> <b>Pre-school</b>						
N1	N2	K1	K2	Total		
			Total Ethnicity breakdown	C    M    I    O		
<input type="checkbox"/> <b>Primary</b>						
P1	P2	P3	P4	P5	P6	Total
				Total Ethnicity breakdown	C    M    I    O	
<input type="checkbox"/> <b>Secondary</b>						
S1	S2	S3	S4	S5	Total	
				Total Ethnicity breakdown	C    M    I    O	
<input type="checkbox"/> <b>Junior College/Institute/Polytechnic/University*</b> ( <i>*Please delete accordingly</i> )						
Year 1	Year 2	Year 3	Year 4	Total		
			Total Ethnicity breakdown	C    M    I    O		
<input type="checkbox"/> <b>Others</b> ( <i>Please specify level &amp; age group</i> ): _____						

I would like to sign up for... (For more details, please visit <a href="http://www.malayheritage.org.sg">www.malayheritage.org.sg</a> . Please select up to 2 options only)		
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)  <b>Workshop/Programme:</b> <input type="checkbox"/> Museum-Based Learning: Treasures of the <i>Nusantara</i> * <small>Pilot</small> <input type="checkbox"/> Little <i>Dalang</i> (Puppeteer) – Behind the Scenes in a Javanese <i>Wayang Kulit</i> (English / Malay) <input type="checkbox"/> Little Musician – Traditional Malay Music* (English / Malay) <input type="checkbox"/> Let's Play Traditional Games!* (English / Malay) <input type="checkbox"/> MHC Student Guides Training	<b>NHB Resource Package:</b> <input type="checkbox"/> Craft-efact: Create Your Own <i>Keris</i> <input type="checkbox"/> Passport Singapura* (English / Malay)  Stories of Singapore through Young Heroes of their Times: <input type="checkbox"/> Hang Nadim [Pre-school] (English / Malay) <input type="checkbox"/> Ali Wallace [Primary] (English / Malay) <input type="checkbox"/> Wah Hakim [Secondary School] (English / Malay)  <b>Workshop/Programme:</b> <input type="checkbox"/> Singapore's Little Treasures Nursery Package (Malay) <input type="checkbox"/> Singapore's Little Treasures Kindergarten Package (Malay / Mandarin / Tamil)  <input type="checkbox"/> Non - NHB Resource Package	<b>NHB Resource Package:</b> <input type="checkbox"/> Craft-efact: Create Your Own <i>Keris</i> <input type="checkbox"/> Passport Singapura* (English / Malay)  Stories of Singapore through Young Heroes of their Times: <input type="checkbox"/> Ali Wallace [Primary] (English / Malay) <input type="checkbox"/> Wah Hakim [Secondary School] (English / Malay)  <input type="checkbox"/> Non - NHB Resource Package <input type="checkbox"/> Nil

\*Suitable for Primary School level and above only

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

ADDITIONAL REMARKS

ACKNOWLEDGEMENT
On behalf of the Educational Institution, 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).
Name & Designation: _____ Date: _____ UEN No. (if applicable): _____
Signature & Organisation Stamp: _____

## TERMS AND CONDITIONS

### 1. BOOKING & PAYMENT

All applications for school group visits shall be submitted to the National Heritage Board/ Malay Heritage Centre (“NHB/MHC”) via the MHC Educational Institution Booking Form, at least four (4) weeks prior to the date of visit.

*For workshop: If the booking application is approved, NHB/MHC will send to the Educational Institution (i) a Letter of Confirmation for the Educational Institution’s acknowledgement and (ii) an invoice for the applicable Programme Fees (“Programme Fees”) after the conduct of the programme, or if the Educational Institution 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.
- Visitors are required to remove their socks and shoes before placing it on the racks provided prior to entering the galleries.
- Food and drinks are strictly prohibited in the galleries.
- Smoking in the galleries and MHC compound is strictly prohibited.
- The Educational Institution shall avoid bookings during the restricted timing of Tuesday to Friday, 11am - 12pm and Tuesday, Thursday & Saturday, 2pm.

The accompanying teachers shall ensure that all students and other visitors (if any) from the Educational Institution 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 Educational Institution refrain from rowdy behaviour, especially in common and waiting areas, during the visit. NHB/MHC reserves the right to immediately to stop any activity or conduct which is, in NHB/MHC’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/MHC shall further have the right to immediately eject from the venue (or require the Educational Institution to eject from the venue) any person(s) that is found to be engaging in such activity or conduct.

### 3. INDEMNITY

The Educational Institution 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/MHC from any losses, claims, damages, liabilities, costs and expenses arising out of or in connection with the same.

### 4. CANCELLATION / NO-SHOW

4.1 This Clause 4.1 applies to ALL bookings made through the MHC Educational Institution Booking Form. Booking Fees will not be refunded for any booking cancelled less than ten (10) days prior to the commencement of the tour/programme, and the full Booking Fee for the tour/programme will be charged to the Educational Institution.

In the case of a no-show by the Educational Institution on the actual day, the full Programme Fees will be charged by the Educational Institution. No-show refers to the Educational Institution arriving late more than 15 minutes after the scheduled commencement of the tour/programme without any prior notification given to the NHB/MHC in writing or by telephone to the email address(es) and/or telephone number(s) provided by the NHB/MHC. Any scheduled tour/programme shall be automatically cancelled after a no-show, and full fees will be charged to the Educational Institution.

Should NHB/MHC cancel the confirmed programme due to unforeseen circumstances, NHB/MHC shall endeavour to inform the Educational Institution at least ten (10) working days prior to the confirmed programme date. No Programme Fees shall be charged and NHB/MHC shall not be liable for any loss, damage or penalty resulting from such cancellation.

4.2 This Clause 4.2 applies only to bookings made for the Museum Based Learning: Treasures of the Nusantara (“MBL”). A cancellation fee of \$30 per group of 20 students will be levied to the Educational Institution for any cancellation made less than five (5) working days prior to the commencement of the CAP or for any no-shows. For the purposes of this Clause 4.2, a no-show refers to the Educational Institution arriving late more than 15 minutes after the scheduled commencement of the MBL without any prior notification given to the NHB/MHC in writing or by telephone to the email address(es) and/or telephone number(s) provided by the MHC. To avoid doubt, any cancellation fee levied under this Clause 4.2 is a separate fee and matter from the Booking Fee referred to in Clause 4.1.

## 5. PUNCTUALITY

Should the Educational Institution arrive late for the tour/programme 15 minutes or less after the scheduled commencement of the same, MHC 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 MHC start the tour/programme late due to unforeseen circumstances, the tour/programme will be delivered in its entirety.

## 6. PHOTOGRAPHY

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

## 7. DAMAGE TO MHC PROPERTY

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

The Educational Institution shall immediately report to NHB/MHC any damage to the NHB/MHC (including any loss or damage to any equipment/facilities provided therein) and shall permit NHB/MHC to conduct such repairs, replacement and restoration work as NHB/MHC may consider necessary. If such damage or loss (or any other damage or loss to the NHB/MHC premises discovered by NHB/MHC 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 Educational Institution, 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 Educational Institution.

## 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  <u>Programme Fees</u> Adults :                      at rate S\$ Students :                      at rate S\$ Seniors :                      at rate S\$  <u>Workshop:</u> at rate S\$  <u>Tour</u> :                      at rate S\$150/session  Total Amount Payable: S\$                      (Inclusive of GST)	Remarks:
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