

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

MALAY HERITAGE CENTRE 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:									
<b>Total Number of Students &amp; Educational Level:</b>									
<input type="checkbox"/> <b>Pre-school</b>									
N1	N2	K1	K2	Total					
					C	M	I	O	
<input type="checkbox"/> <b>Primary</b>									
P1	P2	P3	P4	P5	P6	Total			
						C	M	I	O
<input type="checkbox"/> <b>Secondary</b>									
S1	S2	S3	S4	S5	Total				
						C	M	I	O
<input type="checkbox"/> <b>Junior College/Institute/Polytechnic/University* (*Please delete accordingly)</b>									
Year 1	Year 2	Year 3	Year 4	Total					
						C	M	I	O
<input type="checkbox"/> <b>Others (Please specify level &amp; age group):</b> _____									

<b>I'm interested in....</b>		
<b>NHB Guided Visit</b> <i>Visit/Workshop/Programme that is supported/guided by NHB personnel</i>	<b>Non-NHB Guided Visit</b> <i>Visit that is not guided by NHB. Could be guided by school staff or external vendors engaged by the school</i>	<b>Free &amp; Easy Unguided Visit</b> <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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Little <i>Dalang</i> (Puppeteer) – Behind the Scenes in a Javanese <i>Wayang Kulit</i> (English / Malay)</li> <li><input type="checkbox"/> Little Musician – Traditional Malay Music* (English / Malay)</li> <li><input type="checkbox"/> Let's Play Traditional Games!* (English / Malay)</li> </ul>	<input type="checkbox"/> NHB Resource Package <ul style="list-style-type: none"> <li><input type="checkbox"/> Craft-efact: Create Your Own Hajj Belt</li> <li><input type="checkbox"/> Passport Singapura* (English / Malay)</li> <li><input type="checkbox"/> Kampong Gelam Heritage Trail Book*</li> </ul> <input type="checkbox"/> Non - NHB Resource Package	<input type="checkbox"/> NHB Resource Package <ul style="list-style-type: none"> <li><input type="checkbox"/> Craft-efact: Create Your Own Hajj Belt</li> <li><input type="checkbox"/> Passport Singapura* (English / Malay)</li> <li><input type="checkbox"/> Kampong Gelam Heritage Trail Book*</li> </ul> <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"/> Singapore's Little Treasures (Pre-school)	<input type="checkbox"/> Learning Journey (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)

<b>ADDITIONAL REMARKS</b>

<b>ACKNOWLEDGEMENT</b>	
<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>	
Name & Designation: Date: UEN No. (if applicable):	Signature & Company Stamp:

## TERMS AND CONDITIONS

### 1. BOOKING & PAYMENT

All applications for school group visits shall be submitted to National Heritage Board/Malay Heritage Centre (“NHB/MHC”) via the MHC School 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 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:

- a. No flash photography and/or video filming are allowed in the galleries.
- b. Visitors are required to remove their shoes and place it on the racks provided prior to entering the galleries.
- c. Food and drinks are strictly prohibited in the galleries.
- d. Smoking in the galleries and MHC compound is strictly prohibited.
- e. The School/Company/Organization 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 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/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 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/MHC from any losses, claims, damages, liabilities, costs and expenses arising out of or in connection with the same.

### 4. CANCELLATION / NO-SHOW

The full Programme Fees will be payable by the School/Company/Organization for any cancellation by the School/Company/Organization less than ten (10) working days prior to the confirmed programme date.

Any

In the case of a no-show by the School/Company/Organization on the actual day, the full Programme Fees will similarly be payable by the School/Company/Organization. No-show applies when School/Company/Organization is late for more than fifteen (15) minutes without notification and any scheduled programme will be automatically cancelled.

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

### 5. PUNCTUALITY

In the event that the School/Company/Organization is late for the programme (not constituting a no-show), NHB/MHC 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/MHC start the programme late due to unforeseen circumstances, the 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 School/Company/Organization 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 School/Company/Organization 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 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 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  <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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