

**Please fill in all fields.**

To book your visit, complete this form and email it to: [nhb\\_mhc@nhb.gov.sg](mailto:nhb_mhc@nhb.gov.sg).

| <b>MHC SCHOOL / GROUP BOOKING FORM</b>   |                                      |                |
|--|--------------------------------------|----------------|
| Name of School / Company / Organization:   |                                      |                |
| School / Non-profit Organization / Government Agency / Private or Commercial ( <i>Circle where appropriate</i> ) |                                      |                |
| Address:   | Department:                          |                |
| Teacher-in-charge:   | Email:                               |                |
|  | DID:                                 | Mobile:        |
| Date of visit:   | Time of arrival:                     |                |
| No. of adults:   | No. of students & educational level: | No. of senior: |
|  | Total no. of students:               |                |

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

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

| <b>PURPOSE OF VISIT</b> ( <i>Please tick 1 only</i> )   |   |
|---|---|
| <b>SCHOOL VISIT</b><br><input type="checkbox"/> School Excursion<br><input type="checkbox"/> Field-based Learning (Social Studies, Primary)<br><input type="checkbox"/> Historical Investigation (History, Secondary)<br><input type="checkbox"/> CCA Outing: _____ ( <i>Please state</i> )<br><input type="checkbox"/> Others: _____ ( <i>Please state</i> ) | <b>CORPORATE / ORGANISED GROUP VISIT</b><br><input type="checkbox"/> Corporate Retreat<br><input type="checkbox"/> National Education (NE)<br><input type="checkbox"/> Research<br><input type="checkbox"/> Others: _____ ( <i>Please state</i> ) |

**I am interested in:**

| <b>PRE-SCHOOL</b>   | <b>PRIMARY</b>  | <b>SECONDARY / TERTIARY / CORPORATE ORGANISATION</b>   |
|---|---|--|
| <input type="checkbox"/> Free & Easy<br><b>Self-Guided Visit</b><br><input type="checkbox"/> Craft-efact! Make Your Own <i>Kerongsang</i> | <input type="checkbox"/> Free & Easy<br><b>Self-Guided Activity Booklet/ Kit</b><br><input type="checkbox"/> Passport Singapura<br><input type="checkbox"/> <i>Pasport Singapura</i><br><input type="checkbox"/> Voyage of Discovery (\$3.50 each)<br><input type="checkbox"/> <i>Meneroka dalam Pelayaran</i> (\$3.50 each)<br><b>Workshop</b><br><input type="checkbox"/> Little Curators' Workshop (\$400.00 per group. Maximum 20 students per session) | <input type="checkbox"/> Free & Easy<br><input type="checkbox"/> Guided Tour of Permanent Galleries<br><input type="checkbox"/> Guided tour of <i>Sirri na Pesse</i> : Navigating Bugis Identities in Singapore Special Exhibition<br><br><i>*Chargable at \$150.00 per hour for corporate organisations. Maximum 15 participants per session.</i> |

For more information, visit [www.malayheritage.org.sg/en/education](http://www.malayheritage.org.sg/en/education)

## TERMS AND CONDITIONS

### 1. BOOKING & PAYMENT

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

NHB/MHC will send the School/Company/Organization an invoice for the booking fee ("Booking Fee") within four (4) weeks of the date of the visit by the School/Company/Organization to MHC. 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:

- 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 to Thursday, 1.30pm.

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/MHC reserves the right to immediately 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. WAIVER OF LIABILITY

NHB/MHC 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/MHC 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 MHC initiate cancellation of booking due to unforeseen circumstances, MHC 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. MHC 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, 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 of participants may be taken for publicity and marketing materials by NHB/MHC. Please approach MHC in advance if you have any concerns.

## 7. DAMAGE TO MHC PROPERTY

The School/Company/Organization shall exercise all due diligence and take reasonable care when visiting the MHC and shall not cause or permit any damage to be done to the 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 MHC (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/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, 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.

### ACKNOWLEDGEMENT

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 the Malay Heritage Centre).

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.

Name & Designation:

Signature &

Date:

Company Stamp:

### For official use only:

|  |          |
|--|----------|
| Payment Details:<br><input type="checkbox"/> To be invoiced <input type="checkbox"/> FOC <input type="checkbox"/> Paid at counter<br><br><u>Booking Fee</u><br>Adults :                      at rate S\$<br>Students :                    at rate S\$<br>Seniors :                      at rate S\$<br><br>Tour :                          at rate S\$150/session<br><br>Total Amount Payable: S\$                      (Inclusive of GST) | Remarks: |
|--|----------|