

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

INDIAN 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:						
<u>Total Number of Students & Educational Level:</u>						
<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	Foreigners		

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 20 participants per session) <input type="checkbox"/> Guided Tour of Special Exhibition <input type="checkbox"/> Guided Little India Heritage Trail <input type="checkbox"/> Workshop/Programme <ul style="list-style-type: none"> ● Traditional Games ● Craft Activity 	<input type="checkbox"/> NHB Resource Package <ul style="list-style-type: none"> ● Discovery Kit (Activity Booklet) ● IHC Media Guide/Smartify App ● Special Exhibition Activity Booklet ● Little India Heritage Trail Map Booklet <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"/> 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)

DETAILS OF VISIT (FOR CORPORATE GROUPS ONLY)				
Total no. of Pax: SC/PR: _____ Foreigners: _____ Adults: _____ Children: _____ Seniors: _____ PWDs: _____ Caregivers: _____		<input type="checkbox"/> Free & Easy <i>(not using any resources)</i>	IHC Guided Tour <input type="checkbox"/> Guided Tour of Permanent Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Guided Tour of Special Exhibition <i>(maximum 20 participants per session)</i> <input type="checkbox"/> Little India Heritage Trail	
		<input type="checkbox"/> Self- Guided Tour <input type="checkbox"/> Agency/Vendor Resources <input type="checkbox"/> IHC Resources: <ul style="list-style-type: none"> ● IHC Media Guide/IHC Smartify App ● Little India Heritage Trail Map and Booklet 		
Total Ethnic Breakdown:				
Chinese	Malay	Indian	Others	Foreigners

PREFERRED GUIDING LANGUAGE
<input type="checkbox"/> English
<input type="checkbox"/> Mandarin
<input type="checkbox"/> Tamil

ADDITIONAL REMARKS

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ACKNOWLEDGEMENT

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).

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/Indian Heritage Centre (“NHB/IHC”) via the IHC School Booking Form, at least four (4) weeks prior to the date of visit.

For chargeable workshops: If the booking application is approved, NHB/IHC 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. Food and drinks are strictly prohibited in the galleries.
- c. Smoking in the galleries and IHC compound is strictly prohibited.
- d. The School/Company/Organization shall avoid bookings during the restricted timing:
 - i. Tuesday to Friday, 11.45am – 12.30pm
 - ii. Saturday, 1.45pm – 2.30pm
 - iii. Special Exhibition Gallery, Free Guided Tour, weekdays & weekends (* timing subject to change)

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/IHC reserves the right to immediately to stop any activity or conduct which is, in NHB/IHC’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/IHC 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/IHC 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.

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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/IHC cancel the confirmed programme due to unforeseen circumstances, NHB/IHC 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 IHC 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/IHC 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/IHC start the programme late due to unforeseen circumstances, the programme will be delivered in its entirety.

6. PHOTOGRAPHY

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

7. DAMAGE TO IHC PROPERTY

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

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