

## **TERMS FOR DOCENT-LED TOUR OF CHANGI CHAPEL AND MUSEUM FOR SCHOOLS**

### **1. BOOKING**

- All applications for group visits shall be submitted at least six (6) weeks prior to the proposed date of visit.
- Requests for guided tours are subject to the capacity of our galleries and availability of guides. To ensure that visitors have a fruitful visit, CCM reserves the right to propose an alternative time for your guided tour.
- Docent-led tours are catered only for Primary 5 level students and above. Kindly note that docent-led tours are subject to the availability of slots and cannot take place within the timeslot of 11am – 12pm on Tuesdays, Wednesdays and Fridays,

Younger students are recommended to come for a self-guided visit with our resources (please write to us at [NHB\\_CCMBC\\_Programmes@nhb.gov.sg](mailto:NHB_CCMBC_Programmes@nhb.gov.sg) for more information).

- Due to the limited availability of guides, we can only accommodate one (1) docent-led tour per day for forty (40) students on a first come, first served basis. One (1) guide can accommodate twenty (20) students per group.
- The following schools are eligible for complimentary tours:
  - 100% Govt Schools (*Pri, Sec, ITE, JC, Polytechnic, NAFA & LaSalle*)
  - Government-Aided Schools/Independent Local Schools (*e.g. Hwa Chong School Institution, Anglo-Chinese School, Singapore Sports School, SOTA*)
  - Singapore Universities (*NTU, NUS, SMU, SUTD, SIT, SUSS, NIE*)
- Each school can only book up to two (2) complimentary docent-led tours for up to forty-five (45) students each in a month. The third tour onwards conducted in the same month will be chargeable at S\$150 per guide engaged.
- Schools not eligible for complimentary tours will be charged S\$150 per guide engaged, in addition to admission fees (if applicable).

### **2. PAYMENT (FOR LOCAL GROUPS)**

- When the booking of the docent-led tour has been confirmed, NMS will advise on guide(s) and admission fees (if applicable), as well as payment modes.
- Payment for the guided tour and/or admission fees can be made at the ticketing counter on the day of visit or electronically after the tour upon verification of attendance and receipt of e-invoice via email.

### **3. PAYMENT (FOR GROUPS BASED OVERSEAS)**

- For Schools based overseas, docent fees of S\$150 per guide and admission fees for non-Singaporean/Permanent Resident students and visitors attending the tour must be made prior to the visit via an e-invoice sent to your school.
- Docent and admission fees paid in advance will not be refunded in the case of cancellation by the School.

- Should NHB initiate a booking cancellation due to unforeseen circumstances, we shall endeavour to inform the School at least thirty (30) days prior to the tour commencement and refund the fees in full. However, we will not bear responsibility for travel expenses or any costs which the School might have incurred.
- By submitting the booking form, the School certifies that the number of students/visitors indicated is correct. If the number of actual attendees is lower than the number booked, there will not be any refund of admission fees or docent fees. If the number of attendees exceeds the number booked, the School will be charged for the admission fees of the excess students/visitors.

#### 4. PUNCTUALITY

- Should the School arrive within 30 minutes after the scheduled commencement of the tour, NHB staff reserve the right to modify the tour or omit components of the tour to ensure that the tour 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 School arrive 30 minutes or more after the scheduled commencement time of the tour/programme, NHB reserves the right to cancel the tour/programme without any compensation to the School.
- Should the NHB start the tour/programme late due to unforeseen circumstances, the tour/programme will be delivered in its entirety.

#### 5. DOCENT FEES TO BE FULLY CHARGEABLE IN THE EVENT OF CANCELLATION / NO-SHOW

- In the case of a no-show by the School on the actual day, the full docent fees of S\$150 per guide engaged will be chargeable to the School, **regardless of whether the tour was originally offered as a complimentary or paid one**. No-show applies when client is late for more than 30 minutes without notification. Any scheduled tour shall be automatically cancelled after 30 minutes of no-show and full fees will be charged to the School.

#### 6. ADMISSION FEES

Admission fees apply to the following categories of visitors, and can be paid at the Visitor Services Counter on the day of visit or via e-invoice after the visit.

Gallery Admission	Admission Fees
<p>All students/ teachers/ staff</p> <ul style="list-style-type: none"> <li>• From 100% Govt Schools (<i>Pri, Sec, ITE, JC, Polytechnic, NAFA &amp; LaSalle</i>)</li> <li>• From Government-Aided Schools/Independent Local Schools (<i>e.g. Hwa Chong School Institution, Anglo-Chinese School, Singapore Sports School, SOTA</i>)</li> <li>• From Singapore Universities (<i>NTU, NUS, SMU, SUTD, SIT, SUSS, NIE</i>)</li> <li>• From pre-schools managed by MOE or 4 major operators PCF Sparkletots, My First Skool, My World, Skool4Kidz</li> </ul>	<p>Free*</p> <p><i>*Includes non-Citizen and non-Permanent Residents attending the school</i></p>

<ul style="list-style-type: none"> <li>• Who are Singapore Citizens or Permanent Residents of Singapore</li> <li>• 6 years old and below</li> </ul>	
<p>Non-Citizen and Non-Permanent Resident students, teachers and staff attending</p> <ul style="list-style-type: none"> <li>• Private Schools (<i>e.g. Kaplan, SIM, MDIS, LaSalle International</i>)</li> <li>• Foreign Schools</li> <li>• International Schools</li> </ul>	<p>Concession fee of \$5/pax for students</p> <p>Standard adult fee of \$8/pax for teachers and staff</p> <p><i>*Fees not applicable for citizens and Permanent Residents attending the school</i></p>