Thank you for your interest in our museum! To help us understand your visit and advise you better, please complete this form and send it to [NHB\_CCMBC\_Programmes@nhb.gov.sg](mailto:NHB_NM_Schools@nhb.gov.sg) at least 5 weeks before your proposed visit. **Please note that this form is not a confirmation of booking and incomplete forms will not be processed. If you are visiting on multiple days, please submit a separate booking form for each day.**

|  |  |  |
| --- | --- | --- |
| **CHANGI CHAPEL AND MUSEUM (CCM) SCHOOL BOOKING FORM** | | |
| Date(s) 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 different from above) | Name:  Hp: | Name:  Hp: |
| If any of your students require special attention, please indicate the number of students below and mark the applicable box(es) on the right:  No. of students requiring special attention: | ☐ ADHD ☐ Autistic Disorder  ☐ Learning disabilities ☐ Down Syndrome  ☐ Emotional disturbance  ☐ Health concerns:       *(Please specify)*  ☐ Others:       *(Please specify)* | |

**If you are engaging a tour agency or external vendor, please indicate their details here:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **DETAILS & PURPOSE OF VISIT** | | | |
| Total number of teachers/parent volunteers/adults: | |  | |
| **Total Number of Students & Educational Level:**  **☐ Pre-school**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **N1** | **N2** | **K1** | **K2** | **Total** | |  |  |  |  |  |   **☐ Primary**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **P1** | **P2** | **P3** | **P4** | **P5** | **P6** | **Total** | |  |  |  |  |  |  |  |     **☐ Secondary**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **S1** | **S2** | **S3** | **S4** | **S5** | **Total** | |  |  |  |  |  |  |   **☐ Junior College ☐ ITE ☐ Polytechnic ☐ University\*** *(\*Please mark accordingly)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** | |  |  |  |  |  |   **☐ Others** (*Please specify level & age group*):  Level (please indicate all levels if more than one):  Age group (indicate age range if more than one):  **Nationality**  No. of students who are citizens/Permanent Residents:  No. of students who are non-citizens/non-Permanent Residents:  No. of accompanying adults (teacher/staff/parent) who are citizens/Permanent Residents:  No. of accompanying adults (teacher/staff/parent) who are non-citizens/non-Permanent Residents: | | | |
| **Type of Visit** *(Please choose between A/B/C)* | | | |
| 1. **CCM Guided Visit**   *Visit/Workshop/Programme that is supported/guided by CCM personnel* | 1. **Non-CCM Guided Visit**   *Visit that is not guided by CCM; could be guided by school staff or external vendors engaged by the school* | | 1. **Free & Easy Unguided Visit**   *Visit that is not guided by CCM, school staff or external vendors (Self-directed learning)* |
| ☐ Guided Tour ofGalleries (English)\*  Please indicate language proficiency:    **\*Please read** [**guidelines**](#_FOR_GUIDED_TOURS) **for guided tours on page 4** | ☐ CCM Resources  *Examples include:*   * Education booklets (please visit *go.gov.sg/CCM-schools* to download)   ☐ Non - CCM Resources  *e.g. worksheets produced by schools or external vendors* ☐ Nil | | ☐ CCM Resources  *Examples include:*   * Education booklets *(*please visit *go.gov.sg/CCM-schools* to download)   ☐ Non - CCM Resources  *e.g. worksheets produced by schools or external vendors*  ☐ Nil |
|  |  | |  |
| **Purpose** (Please √ one option): | |  | |
| ☐Field-based Learning (Social Studies, Primary) | | ☐ Learning Journey for other subjects (e.g. National Education, CCE, Art, Literature):  *(Please specify*) | |
| ☐Total Defence Day | | ☐ CCA Outing:  *(Please specify*) | |
| ☐ Historical Investigation (History, Secondary) | | ☐ Post-examination Learning Journey | |
| ☐ Others:  *(Please specify)* | |  | |

|  |  |
| --- | --- |
| **Gallery Admission** | **Admission Fees** |
| All students/ teachers/ staff   * From 100% Govt Schools *(Pri, Sec, ITE, JC, Polytechnic, NAFA & LaSalle)* * From Government-Aided Schools/Independent Local Schools *(e.g. Hwa Chong School Institution, Anglo-Chinese School, Singapore Sports School, SOTA)* * From Singapore Universities *(NTU, NUS, SMU, SUTD, SIT, SUSS, NIE)* * Who are Singapore Citizens or Permanent Residents of Singapore * 6 years old and below | Free  *\*Includes non-Citizen and non-Permanent Residents attending the school* |
| Non-Citizen and Non-Permanent Resident students, teachers and staff attending   * Private Schools *(e.g. Kaplan, SIM, MDIS, LaSalle International)* * Foreign Schools * International Schools | Concession fee of $5/pax for students  Standard adult fee of $8/pax for teachers and staff  *\*Fees not applicable for citizens and Permanent Residents attending the school* |

**Please note:**

1. For capacity control and to ensure that your students and other visitors have a fruitful visit to the museum, the museum may propose an alternate time for your school to visit the museum. If no prior booking has been made or no confirmation is provided from the museum, your group will not be allowed to enter the galleries until a later time for capacity control reasons.
2. All cancellations or changes must be made in writing at least 5 working days in advance. A $50 administration fee will be levied for cancellations made less than 5 working days in advance or for no-shows.
3. Educators are advised to make a preparatory visit to the museum. This will allow you to plan the necessary logistics and be familiar with our location, galleries and facilities.

By signing this booking form, I accept and agree to all terms and conditions stated above.

Date:       Signature & School Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICIAL PURPOSE ONLY**

☐ Booking has been confirmed

Date of confirmation:

# TERMS AND CONDITIONS (FOR ALL SCHOOL VISITS)

1. **VENUE RULES AND REGULATIONS**

* Please note the following Venue Rules and Regulations during the visit:
  1. No flash photography and/or video filming are allowed in the galleries.
  2. Food and drinks are strictly prohibited in the galleries.
  3. Smoking in the galleries and within the Changi Chapel and Museum is strictly prohibited.
* The Person-in-charge should ensure that members of the School 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 refrain from rowdy behaviour, especially in common and waiting areas, during the visit. NHB reserves the right to immediately to stop any activity or conduct which is, in NHB’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 shall further have the right to immediately eject from the Venue (or require the School to eject from the Venue) any person(s) that is found to be engaging in such activity or conduct.

1. **INDEMNITY**

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

1. **PHOTOGRAPHY**

Photographs of participants may be taken for publicity and marketing materials by NHB/ Changi Chapel and Museum. Please approach the Museum staff in charge of the visit in advance if you have any concerns.

1. **DAMAGE TO NHB PROPERTY**

* The School shall exercise all due diligence and take reasonable care when visiting the Changi Chapel and Museum and shall not cause or permit any damage to be done to the Changi Chapel and Museum premises (including the furniture, fittings, equipment and /or any other property therein).
* The School shall immediately report to NHB any damage to property within the premises of Changi Chapel and Museum (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 may consider necessary. If such damage or loss (or any other damage or loss to the premises or property of the Changi Chapel and Museum discovered by NHB 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, its sub-contractors or invitees, the full cost of any necessary repairs, replacement and restoration work shall be borne solely by the School.

**5. CANCELLATION / NO-SHOW**

* A S$50 administration fee (inclusive of GST) per every session booked will be levied for cancellations made less than 5 working days in advance or for no-shows. For the purposes of this clause, a no-show refers to failure to turn up for the visit without any prior notification given to the museum.
* In the event of cancellation of scheduled tour(s) due to events that are beyond NHB’s reasonable control (including acts of God, civil or military authority, civil disturbance, wars, riots, strikes, fires, haze or other catastrophe), cancellation fees will be waived. To avoid doubt, “haze” in this Clause refers to a 24-hour PSI forecast of 201 and above, as released by the National Environment Agency.

# ADDITIONAL TERMS FOR DOCENT-LED TOUR OF SINGAPORE HISTORY GALLERY 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. 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 up to fifteen (15) 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).

1. **Payment (for Local Groups)**

* When the booking of the docent-led tour has been confirmed, CCM 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.

1. **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.

1. **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.

1. **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.