



Independent Group Visit / Guided Tour

Opening Hours:

Every Monday to Friday, 9:00am to 5:30pm

Every Saturday, 9:00am to 1:30pm

(Also open on public holidays that do not fall on a Sunday)

Guided Tour Timeslots:

Every Monday to Friday – 10.00am to 12.00pm and 3.00pm to 5.00pm

Every Saturday, – 10.00am to 12.00pm

Admission Charges:

Free admission (applicable till Dec 2006)

\$1 admission fee for unlimited viewing of documentary screenings for the day applies

Guided Tour Charges:

| | |
|---------------------------|----------|
| Schools | \$3/head |
| Individuals/Organisations | \$5/head |

Booking Information:

1. Independent Group Visit

- 2-weeks advanced booking is required for group visits of 20 visitors and above. This will ensure that no other groups are scheduled to visit on the same date and time.
 - Maximum: 60 visitors per 1½ hours time-slot
 - For every booking of 50 visitors and above, teachers / organiser(s) may arrange for a planning visit free-of-charge (up to 5 visitors)

2. Guided Tour

- 1-month advanced booking is required. Confirmation is subject to availability of guides.
 - Minimum: 15 visitors per tour
 - Maximum: 60 visitors per tour
 - Duration of tour: 1½ – 2 hours

3. Booking Procedures and Other Guidelines

- Each booking will be followed with a confirmation note detailing time of visit, number of visitors and payment details.
- Once the confirmation note is issued, any cancellation must be made 5 working days before the date of visit. In the event of a last minute cancellation (< 5 working days) or “no-show,” a \$50 fee will be levied on top of the full booking fee.
- The management reserves the right to amend or withdraw any terms and conditions without prior notice.
- Schools and organisations intending to visit the exhibition gallery are encouraged to browse the website www.s1942.org.sg which provides information on World War II, that will enhance the visitors’ tour of the gallery.

4. Gallery Etiquette

- Tour organisers and schools that are leading the tour are deemed responsible for the discipline of their clients and students, and will be held accountable for any visitor injuries or damages to exhibits and display, arising from the misconduct of their clients and students.
- Tour organisers and schools are expected to have read and understood the gallery etiquette (Annex A) and have briefed their clients and students accordingly.
- The management reserves the right to reject entry to visitors who do not observe the gallery etiquette stated.

Booking Form

- Please complete **ALL** fields in the form. Incomplete forms may result in delays.
- Bookings are not confirmed until a written confirmation notice is issued.
- Kindly submit page two of the Booking Form to Eileen Ng via fax, at 6 332 3238.
- For enquiries, contact Eileen Ng at 6332 7973 or email eileen_ng@nhb.gov.sg

Name of Organiser / Teacher

Organisation/School

Address

Tel _____ Fax _____ e-Mail _____

Please indicate (✓) your preference:

Independent Tour

Guided Tour

Preferred Timeslots:

| | Date | Time* | | Date | Time* |
|-----|-------|-------|-----|-------|-------|
| (1) | ----- | ----- | (4) | ----- | ----- |
| (2) | ----- | ----- | (5) | ----- | ----- |
| (3) | ----- | ----- | (6) | ----- | ----- |

** 1 hour per time slot for independent group visit*

Number of visitors/students _____

Age / Level (for school bookings) _____

Number of accompanying guides / teachers _____

**Ratio of 1 guide / teacher for every group of 20 visitors/ students is recommended.*

Historical documentary Number of tickets _____

Remarks _____

Signature of Organiser / Teacher _____

Date _____