



# Reflections at Bukit Chandu

A World War II Interpretative Centre

31-K Pepys Road Singapore 118458 • Tel: 63752510 Fax: 62763196

## BOOKING FORM FOR GROUP VISIT

### Opening Hours

Tuesday to Sunday, 9:00am to 5:30pm

### Group Visit

A 2-week advanced booking is required for any group visit. This ensures that no other large group is scheduled on the same date and time.

### Recommended Capacity

For comfortable viewing of the exhibition, it is recommended that the size of each visiting group should not exceed 45 persons (including guides and teachers) for each 1 hour time-slot. For larger groups, we will work with the organisers to divide tour members into smaller groups for the tour.

### Group Admission Charges (excluding guiding charges)

<u>Foreign</u>	<u>20 persons or more</u>	<u>Less than 20 persons</u>
Adult	S\$1.50	<b>S\$2.00</b>
Student & Seniors age 60 yrs and above	S\$1.00	S\$1.00

### Guided Tour

A 1-month advanced booking is required for guided tours. Confirmation is subject to availability of guides.

- Each guide will take a group of up to 20 visitors per tour. Minimum no. of visitors per tour is 15.
- Duration of tour: approximately 90 mins

### Guided Tour Charges (excluding admission charges)

Schools	S\$3.00 per student (incl 7% GST)
<b>Organisations &amp; Others</b>	<b>S\$5.00 per person (incl 7% GST)</b>

### Booking Procedures and Terms

- Each booking received will be confirmed by a confirmation note detailing date and time of visit, number of visitors and payment details.
- Once the confirmation note is issued, any cancellation must be made 5 working days before date of visit. In the event of a last minute cancellation or "no-show", the total admission and guiding fee payable under the booking will be chargeable.
- The management reserves the right to amend or withdraw any terms and conditions without prior notice or assigning any reason for the changes.

## Gallery Etiquette

- The attention of tour organisers and schools are hereby drawn to this Gallery Etiquette and they should brief their group members before the tour.
- Tour organisers and schools will be held accountable for any action of their group members that cause injury to persons or damage to exhibits, displays and property. Teachers or group leaders are responsible for the behaviour of their group members and should therefore be vigilant throughout the visit and accompany all students or members at all times. Please ensure your party is divided into small, supervised groups.
- The management reserves the right to ask anyone who does not observe this Gallery Etiquette to leave the gallery.
- The Gallery Etiquette includes the following practical tips to ensure that visitors enjoy their tour of the gallery.
  - a) To prevent spills from attracting pests, please do not bring food or drinks into the exhibition gallery and AV Theatre.
  - b) Be considerate to other visitors; please talk softly. Be mindful that other visitors may desire a quiet atmosphere to learn, reflect and contemplate.
  - c) Please handle equipment with care so that all visitors will be able to enjoy the exhibition for years to come.
  - d) For the safety of all visitors, we advise younger visitors not to run around the gallery and premises.
  - e) Please use your files or clipboards as support when writing and do not use the walls or exhibition panels as support.
  - f) To help us serve you better, do alert us when you detect any fault with our equipment or facilities so that we can look into it immediately.
  - g) Visitors may take non flash photographs but no close up shots of exhibits as the copyright for the majority of the reproduced prints/photographs does not belong to the National Museum of Singapore. We are granted permission for their display in the gallery but not to allow others to copy them.
  - h) All visitors are advised to comply with all directions posted on signage at the gallery and to cooperate with our gallery staff so that all visitors will have an enjoyable experience at our gallery.

## Others

- Be mindful of the environment and be considerate to neighbouring residents.

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| <ul style="list-style-type: none"><li>• Please complete <b>ALL</b> fields below. An incomplete form may result in delays.</li><li>• Bookings are not confirmed until a written confirmation is issued by the National Museum of Singapore.</li><li>• Kindly fax pages 2 &amp; 3 to Ms Eileen Ng at 6332 1420.</li><li>• For enquiry, contact Ms Eileen Ng at 6332 7973 or email <a href="mailto:eileen_ng@nhb.gov.sg">eileen_ng@nhb.gov.sg</a></li></ul> |
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Name of Teacher / Organiser-in-Charge: \_\_\_\_\_

School/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date of visit	Time		For schools* Pri/Lower Sec/Upp Sec/JC		Other visitors		State whether guiding service needed	
	From	To	No of Teachers	No of Students	No of Adults	No of Children	Required	Not Required

**\*Indicate whether students are in Primary/Lower Secondary/Upper Secondary/JC by circling where appropriate**

### Payment Mode

We will pay by:

- (a) Cash when our group reaches Reflections at Bukit Chandu or
- (b) Crossed corporate cheque made payable to "National Heritage Board" on arrival at Reflections at Bukit Chandu or
- (c) Payment within 30 days from date of your invoice. Please invoice :

Name of School/Organisation :	
Billing Address :	
Attention to :	
Sub Bu Code :	

The organiser and group hereby accept and agree to comply with all that are stated in pages 1 to 3.

Signature of Teacher / Organiser-in-Charge: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

*Please note: Reflections at Bukit Chandu shall not in any way be liable for any personal injury or loss suffered by visitors.*

We welcome your comments in our Visitor Book and Comments Board at Reflections at Bukit Chandu.

Thank you for your interest in Reflections at Bukit Chandu.