**PRIVATE TOUR ENQUIRY**

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| Thank you for your interest to visit the National Museum of Singapore.  To allow us to assist you better in your booking enquiry, please provide information of your intended visit in the table below: | | | | | |
| **Date of Visit:** |  | | **Time of Visit:** | | |
| **Name of Organisation:** | | | | | |
| **No. of Participants:** |  | | | | |
| **Age Range of Participants:** |  | | | | |
| **Contact Person:** |  | | | | |
| **Contact No.** | (HP) | | | | (O) |
| **Email Address:** |  | | | | |
| **No. of Facilitators:** |  | | | | |
| **Contact(s) of Facilitator(s)**  **Accompanying group:** | 1. Name:   HP: | | | | 1. Name:   HP: |
| **Galleries to be Guided:** | **PERMANENT GALLERIES**  □ **Singapore History Gallery** **(Level 1)**  □ **Life in Singapore Galleries (Level 2)**  □ Modern Colony (1925 to 1935)  □ Surviving Syonan (1942 to 1945)  □ Growing Up (1955 to 1965)  □ Voices of Singapore (1975 to 1985)  **SPECIAL EXHIBITION**  □ ***In an Instant: Polaroid at the Intersection of Art and Technology*** | | | | |
| **Language:** | □ English | □ Mandarin | | □ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Specific Areas of Interest /**  **Additional Requests** (if any)**:** |  | | | | |

\* This is not a confirmation of your booking. Please complete the above and email this form to nhb\_nm\_hospitality@nhb.gov.sg at least 4 weeks in advance of your intended date of visit. Our Visitor Services officer will contact you within 3 working days.

**Terms and Conditions**

1. Fees for private group tours are $154 per guide for the first hour, $79 for the second hour. Maximum 15 persons to a guide.
2. [Admission fees](http://nationalmuseum.sg/visitor-information) to the gallery (Permanent or Special Exhibition) may apply separately.
3. Requests for corporate and private tours are subject to the availability of guides. When your guide has been confirmed, you will be advised on guide(s) and admission fees, as well as payment modes. Payment has to be received within 5 working days from the day of notification to confirm your tour. Once payment is made, you will receive a Booking Confirmation with information to ensure your group visit proceeds smoothly.
4. Any cancellation or changes must be made in writing at least 5 working days in advance. No refunds will be given for cancellations made less than 5 working days in advance or for no-shows.
5. If no prior booking has been made and you do not receive a Confirmation Form from our Visitor Services officer, you will not be able to enjoy any discounts or special rates (eg 20% discount off full-price admission for 20 or more people, travel agent rates, etc). For capacity control, your group may also not be allowed to enter the galleries until a later time.