**PRIVATE TOUR INFORMATION SHEET**

**SINGAPO人exhibition venue**

Singapore Chinese Cultural Centre (1 Straits Boulevard, Singapore 018906)

1. Level 2 (SCCC Kwan Im Thong Hood Cho Temple Gallery)
2. Level 7 (Area outside SCCCI Multi-Purpose Hall)

**Visiting Hours**

Monday : 2pm – 8pm

Tuesday to Sunday : 10am – 8pm

**Admission**

Admission to the exhibition is free.

**Fees for guided tours**

* $10 per participant (before GST).

**Booking request**

* Booking requests must be made at least 5 weeks prior to the visit.
* Bookings are limited to a minimum of 20 participants and a maximum of 40 participants.
* Please check with the education team on the current Safe Management Measures.
* Please arrive 15 minutes before the time of your guided tour as it will be conducted based on scheduled timing and not on arrival.

**Payment**

* Guided tours may be conducted for fewer than 20 participants. However, we will bill based on the minimum of 20 participants.
* Payment is based on the stated number of participants, and not the actual number who arrive on the day of the visit.
* A confirmation email will be sent, followed by issuance of invoice for payment within 30 days.

**Changes and cancellations**

* Changes to confirmed bookings must be sent at least 2 weeks before the date of the visit.
* No refunds will be given for cancellations made with less than 5 working days’ notice.
* If the group is late for more than 15 minutes without notification, the scheduled tour will be cancelled. There will be no refunds for cancelled guided tours.
* Contact the Education Team at 6812 7224/ 6812 7209 or Security at 6812 7229 to notify us if you are going to be late.

**Payment modes**

Choose either mode of payment:

1. E-invoice.
2. Cheque. Payable to “Singapore Chinese Cultural Centre” with your name and contact number.
3. PayNow. Search our UEN NO 201309577ZDBS and input your School’s Name, Date and Time. The SCCC PayNow QR code can also be made available upon request.

**PRIVATE TOUR FORM**

Email this completed form to education@singaporeccc.org.sg.

Please title your email subject as “Private Tour” followed by your organisation’s name.

**All group visits are confirmed only upon email confirmation from SCCC.**

[ ]  ***I have read and understood all the terms and conditions stated in the Private Tour Information Sheet.***

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| **Name of organisation** | Click or tap here to enter text. |
| **Type of organisation** | [ ]  Corporation[ ]  Travel agency[ ]  Others: Click or tap here to enter text. |
| **Department** | Click or tap here to enter text. |
| **Contact person** | Click or tap here to enter text. |
| **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Date of visit** | Click or tap here to enter text. |
| **Time of arrival** | Click or tap here to enter text. |
| **No. of participants** | Children: Click or tap here to enter text.paxAdults: Click or tap here to enter text.paxSenior citizens: Click or tap here to enter text.pax |
| **Choose a preferred language** | [ ]  English[ ]  Mandarin |
| **Additional information/ Requests (if any)** |  |
| **Payment method (choose one):** |
| [ ]  **E-invoice** | Total: SGD Click or tap here to enter text. |
| [ ]  **Cheque**Payable to “Singapore Chinese Cultural Centre” with your name and contact number. | Total: SGD Click or tap here to enter text. |
| [ ]  **PayNow** Search our UEN NO 201309577ZDBS and input your School’s Name, Date and Time. The SCCC PayNow QR code can also be made available upon request. | Total: SGD Click or tap here to enter text. |