**PRIVATE TOUR INFORMATION SHEET**

**Permanent Exhibition venue**

Singapore Chinese Cultural Centre

1 Straits Boulevard, Singapore 018906

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

**Visiting Hours**

The gallery is open daily from 10am – 8pm, except Mondays, which opens from 2pm – 8pm. Last admission is 45 minutes before closing timing.

**Admission**

Admission to the exhibition is free.

**Fees for guided tours**

* $10 per hour per participant (excluding GST).

**Guided tour 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 per guided tour.
* 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, please note that the charged price will be based on the minimum of 20 participants.
* Payment is based on the stated number of participants, and not the actual number of 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. Scan the QR code or search our UEN NO 201309577Z at SCCC Level 1 Reception and input your Organisation’s Name, Date and Time. The SCCC QR code can also be made available upon request.

**PRIVATE TOUR FORM**

Email this completed form and send 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 | 1st choiceDate: Click or tap here to enter text. Time: Click or tap here to enter text.2nd choiceDate: Click or tap here to enter text. Time: Click or tap here to enter text.3rd choiceDate: Click or tap here to enter text. Time: 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 |
| Payment method (choose one) | [ ]  E-invoice [ ]  Cheque. Payable to “Singapore Chinese Cultural Centre” with your name and contact number.[ ]  PayNow. Scan the QR code or search our UEN NO 201309577Z at SCCC Level 1 Reception and input your Organisation’s Name, Date and Time. The SCCC QR code can also be made available upon request. |
| Additional information/ Requests (if any) |