**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 when it is open from 2pm – 8pm. Last admission is 45 minutes before closing timing.

**Admission**

Admission to the exhibition is free.

**Fees for private guided tour**

* $18 per participant (before GST).

**Gallery capacity**

* For large groups, participants will be placed in smaller groups of 20 or less.
* Organisations may bring up to a maximum of 40 participants to the exhibition in one visit.
* Check with the education team (education@singaporeccc.org.sg) for the latest Safe Management Measures.

**Gallery etiquette**

* Eating and drinking are not allowed on the gallery premises.
* Please do not run or play in the gallery to prevent the possibility of damaging the works.
* Please be considerate and dispose your rubbish in the bins provided.
* Please ensure that the noise level is kept at a minimum by not shouting or talking loudly in the gallery.
* Please be mindful of keeping doorways and hallways accessible to other visitors.
* Please touch the interactive displays with care and do not lean on any showcases.
* Photography is permitted.

**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 (available upon request) or search our UEN NO 201309577Z and input your School’s Name, Date and Time.

**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.***

1. Basic information

|  |  |
| --- | --- |
| **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. |
| **Name of 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. |

2. Booking request details

|  |  |
| --- | --- |
| **Date and time** | 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 (below 12 years old): 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 |
| **Preferred language** | [ ]  English[ ]  Mandarin[ ]  bilingual (English and Mandarin) |
| **Guided tour** | [ ]  Intertwined: Past, Present, Future (1.5 hours by Art Loft)[ ]  Tracing our Roots (1.5 hours by Art Loft) |
| **Additional information/ Requests (if any)** |  |

3. Payment method (please select one)

|  |  |
| --- | --- |
| **Payment method** | [ ]  E-invoice [ ]  Cheque. Payable to “Singapore Chinese Cultural Centre” with your name and contact number.[ ]  PayNow. Search our UEN NO 201309577Z and input your organisation’s name, date, and time. The SCCC QR code can also be made available upon request. |