

Art Photography Centre Ltd

ACRA: 201215478E

120A Prinsep Street, Singapore 187937

Tel: 8817 9430



SCHOOL VISIT BOOKING FORM

SCHOOL VISIT BOOKING

- Booking requests must be made **at least 2 weeks prior to visit**.
- Email this form and the questionnaire to juhardi@sipf.sg.
- Your email subject should include "SIPF Guided Tour", your school name and the route chosen.

SAFE MANAGEMENT MEASURES

Pre-Visit

- Teachers must prepare and submit (1) an attendance list and (2) contact details and submit to SIPF Education team at least 5 working days in advance through email.
- Teachers should ensure the following:
 - Brief students on museum etiquette;
 - Students are not allowed to bring and consume their own food within the Gallery;
 - Schools may drop off at DECK exhibition ground or Bencoolen MRT Station depending on their booking location.
 - Schools must ensure that students will have their **EZ-Link cards (Route 1)** as they will be travelling by the MRT to other stations where the exhibitions are located.

ROUTE 1 (Travelling by MRT)

ROUTE 2 (Emerald Hill)

<p>Drop off:</p> <p>DECK</p> <p>120A Prinsep street, Singapore 187937</p> <p>Pick-up:</p> <p>LTA Singapore Mobility Gallery</p> <p>1 Hampshire Rd, Block 1 Level 1, Singapore 219428</p>	<p>Emerald Hill (Behind Design Orchard)</p> <p>37 Emerald Hill, Singapore 229313</p> <p>(Use Emerald Link road, Behind Design Orchard)</p>
MRT from DECK - Bencoolen - Rochor - Little India	

Entering the Gallery

- Attendance list will be collected from the Teacher-in-Charge upon entry to ensure the list provided is accurate.
- SIPF facilitators will escort groups to the venue where a briefing will be conducted.
- Teachers are advised to supervise their students' movement.
- School groups are not allowed to touch exhibits within galleries.
- Only after the programme has ended, the facilitators will assist the teachers to escort the groups to board their bus at **LTA Singapore Mobility Gallery**.

OTHER NOTES FOR TEACHERS

- Teachers or accompanying adults should be with the students at all times to maintain discipline and keep noise levels conducive to all visitors for their enjoyment of the artworks.
- The school will be held responsible for any misconduct and damages incurred during their visit to the museum.

SCHOOL VISIT BOOKING FORM

- Email this form to juhardi@sipf.sg.
Your email subject should include "SIPF Guided Tour", your school name and the route chosen.
- **All school visits are confirmed only upon email notification from SIPF.**

☐ ***I have read and understood all the terms and conditions stated in the School Visit Booking Form.***

Name of Teacher:	Email:
Office Tel:	Mobile No:
School Name:	School Tel:
Payment Mode (for paid workshops – select one): <input type="checkbox"/> Cheque made payable to “Art Photography Centre Ltd” <input type="checkbox"/> E-invoice. School’s Sub-Bu Code:	

Please indicate Number of students: Click or tap here to enter text. Level: Click or tap here to enter text. Class(es): Click or tap here to enter text.	
Please list the name, class and identification number each visitor. If the “class” field is not relevant, please indicate if the person is a teacher/ staff etc. (Attendance will be taken at the entrance on the day of visit.)	
1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. 5. Click or tap here to enter text. 6. Click or tap here to enter text. 7. Click or tap here to enter text. 8. Click or tap here to enter text. 9. Click or tap here to enter text. 10. Click or tap here to enter text. 11. Click or tap here to enter text. 12. Click or tap here to enter text. 13. Click or tap here to enter text. 14. Click or tap here to enter text. 15. Click or tap here to enter text. 16. Click or tap here to enter text. 17. Click or tap here to enter text. 18. Click or tap here to enter text.	19. Click or tap here to enter text. 20. Click or tap here to enter text. 21. Click or tap here to enter text. 22. Click or tap here to enter text. 23. Click or tap here to enter text. 24. Click or tap here to enter text. 25. Click or tap here to enter text. 26. Click or tap here to enter text. 27. Click or tap here to enter text. 28. Click or tap here to enter text. 29. Click or tap here to enter text. 30. Click or tap here to enter text. 31. Click or tap here to enter text. 32. Click or tap here to enter text. 33. Click or tap here to enter text. 34. Click or tap here to enter text. 35. Click or tap here to enter text. 36. Click or tap here to enter text.

Name and Mobile Number of Teacher(s) accompanying the students for the visit: Click or tap here to enter text.

Please note that all school visits are confirmed only upon email notification from SIPF.