



For group visit requests with fifteen (15) or more visitors / students, please complete the above and email this form to [changi\\_museum@nhb.gov.sg](mailto:changi_museum@nhb.gov.sg) at least 3 weeks in advance of your intended date of visit.

To: **The Changi Museum**

### **Notification of Visit**

Dear Sir,

This is to inform you that we would like to visit The Changi Museum at the date and time as indicated below:

Name of Group / School	
Address of Group / School	
Date & Day of Visit	
Time of Visit	
No. of Students / Visitors in Group	
Name of Teacher-in-charge/ Staff-in-charge	
Contact Number	
Name of Guide / Badge No (where applicable )	
Additional Remarks (if any)	

*\* This is not a confirmation of your booking. Our Visitor Services officer will contact you within 3 working days.*

### **Please note:**

- 1. All Statutory Boards, Travel Agencies, Schools, Tour Guides, and Companies are reminded to complete the notification form before your visit to the Changi Museum.**
- 2. The Museum can only accommodate a maximum of 120 visitors, including locals, walk-ins and groups in its galleries at any one time. If your group is too large, we will break up your group into smaller units and assign entry times to each unit.**
- 3. The Management of the Museum reserves the right to turn away groups who come unannounced.**
- 4. All drivers of coaches are to note that the area in front of the museum is for drop-off and pick-up of passengers only. At any one time, only a maximum of two (2) coaches are allowed within the Museum car park.**



**For Official Use Only:**

Dear Sir/Madam

Your visit has been **approved / not approved\*** on

Date & Day: \_\_\_\_\_, Time: \_\_\_\_\_

due to the following reason: -

---

Signature and Date: \_\_\_\_\_

**\* If visit is not approved, please apply for an alternative date or time with us via email at [changi\\_museum@nhb.gov.sg](mailto:changi_museum@nhb.gov.sg).**

## **TERMS & CONDITIONS FOR GROUP VISITS**

### **Admission**

- 1) Arrive at the museum at least 15 minutes before the time of visit stated on the Confirmation Email for a pre-visit briefing.
- 2) Facilitators must present the Confirmation Email to the museum's Visitor Services Officer before entering the galleries.
- 3) For the safety of other visitors and to ensure all visitors have a pleasant visit at the museum, do not exceed the number of people stated on the Confirmation Email. The museum reserves the right to deny and/or stagger entry into the galleries if maximum capacity is reached.
- 4) We will greatly appreciate it if facilitators can convey the Museum Etiquette policy on page 5 to your group prior to the visit.

### **Drop-off and Pick-up Points**

- 1) All drivers of coaches are to note that the area in front of the museum is for drop-off and pick-up of passengers only.
- 2) At any one time, only a maximum of two (2) coaches are allowed within the Museum car park.

### **Punctuality**

- 1) As the museum is busy, please adhere strictly to the times allocated for your visit as stated on the Confirmation Email.
- 2) Late arrivals will be subjected to wait until a suitable time before the group is allowed to enter the galleries as priority will be given to other groups scheduled at that time. We will also not be able to extend the time of your visit if there are other group bookings after you.
- 3) Should the group exceed the times allocated for the visit, the museum reserves the right to request the group to conclude their visit and leave the galleries promptly so that other approved groups may enjoy their visit as scheduled.

## **Waiver of Liability and Cancellations**

- 1) The museum shall not be responsible or liable in any way for any loss, injury, mishap (including personal injury) of any visitors.
- 2) All cancellations or changes must be made in writing at least 5 working days in advance.

## **FOR SCHOOL VISITS**

All teachers, facilitators or third party accompanying the students must also take note of the following before or on the day of visit.

- 1) All school groups must adhere to the minimum ratio of 1 teacher / facilitator to 20 students, during the visit. For a more meaningful visit, a ratio of 1:10 is encouraged.
- 2) Students should not leave their belongings unsupervised in the museum.
- 3) Students must be accompanied by teachers or facilitators at all times.
- 4) Students should bring along a clipboard and pencils to write notes or complete their worksheets. They are not allowed to lean on text panels, display cabinets or any object in the galleries. Pens are not allowed inside the galleries.
- 5) All teachers / facilitators must convey the Museum Etiquette to their students prior to the visit.
- 6) The safety and conduct of the students at the museum is the responsibility of the teachers.

## **MUSEUM ETIQUETTE**

- 1) Please do not leave your belongings unsupervised.
- 2) Please keep conversation levels low so that other visitors may enjoy their visit. When briefing or guiding students in the galleries, please do not shout, rest or bang on gallery walls, display cabinets or any object in the galleries.
- 3) All visitors are advised not to bring bulky bags or items into the galleries.
- 4) For the safety of all visitors, sitting on the gallery floors or running inside the galleries is not allowed.
- 5) All forms of photography and videography are not allowed.
- 6) Food and drinks are not allowed inside the galleries.
- 7) The museum reserves the right to take action if anyone is found not observing museum etiquette or misbehaving.