**QUIET HOUR GROUP VISIT INFORMATION SHEET**

1. **General Information for SAM at 8Q**
	* **Museum Hours**
		+ The museum’s quiet hour is from 9am to 10am, before the museum’s official opening hours of 10am - 7pm daily, with extended opening hours till 9pm every Friday. Last admission is forty-five minutes before closing timings.
	* **Admission Fees**
		+ - **Non-Singapore Citizens & Non- Permanent Residents (**except for children under six years old)
				* **Standard** - $5
				* **Concession -** $2
				**(Students**\* |**Senior Citizens**\*\* |**Persons with Disabilities)**
				\* Full-time Students with valid student pass
				\*\* Senior Citizens aged 60 years old and above
				(**Concession** holders unable to produce a valid ID upon admission are required to upgrade their concession ticket to a full-price **Standard** ticket.)
				* **Group Purchase -** $3.80
				(Discount is only applicable with a minimum group booking of 20 **Standard** tickets.)
		+ Fees are waived for:
			- All students enrolled in educational institutions based in Singapore
			- All educators based in Singapore
			- All Singapore citizens and Permanent Residents
			- 1 adult for every 5 students (ages 4-6 years old)
			- 1 adult for every 15 students (ages 7-8 years old)
			- 1 adult for every 20 students (ages 9-18 years old
			- Persons with Disabilities and accompanying caregiver
	* **Gallery Capacity**
	A maximum of 80pax in a group may visit SAM at 8Q at any one time.
	* **Museum Etiquette**Please brief participants on museum etiquette before your visit.
		+ Eating and drinking are not allowed on museum premises, especially in the galleries. This does not apply to SAM at 8Q Plaza, unless there are artworks on display.
		+ Please do not run or play in the galleries to prevent the possibility of damaging an artwork.
		+ Please do not touch any artwork (unless it is an interactive artwork).
		+ Photography without flash is permitted. Selfie sticks are not allowed in galleries.
2. **On Self-directed Visits**
*Self-directed visits are when visiting groups have their own leaders/facilitators lead participants through SAM’s galleries on their own.*
	1. To plan their visit, group leaders/facilitators can download educational material from our website: (<https://www.singaporeartmuseum.sg/art-events#exhibitions>)
	2. Group leaders/facilitators are encouraged to conduct activities at SAM (e.g. sketching with pencils etc.). However, no physical activities (e.g. games) should be conducted unless prior permission is granted.

**Deadlines**

Please email your booking form at **least 5 weeks in advance**.

1. **Other Notes for Group Leaders/Facilitators**
	1. **Preparatory Visits***For all visits, group leaders/facilitators are encouraged to familiarize themselves with SAM, its facilities and its exhibitions.* Group leaders/facilitators can notify SAM (education@singaporeartmuseum.sg) in advance to check the best time to come down for preparatory visits.
	2. **Changes and cancellations**
	● If changes need to be made, SAM will try to accommodate your request if it is sent at least 2 weeks in advance.

● Please inform SAM of any cancellations at least 3 days in advance.

● Same-day cancellations or a “no-show” of visit without prior notification will result in the levy of a $100 administrative fee.

**QUIET HOUR GROUP VISIT BOOKING FORM**

* Email this completed form and the questionnaire to **education@singaporeartmuseum.sg****.**

Your email subject should include the type of visit you are planning, and the organisation’s name.

e.g. **“**Quiet Hour Visit Booking XXXXX Organisation ”

* Visits are confirmed only upon email notification from SAM.

[ ]  ***I have read and understood all the terms and conditions stated in the Quiet Hour Visit Information Sheet.***

**\*IMPORTANT: Please notify all group leaders/facilitators and accompanying participants on the day of the visit of the guidelines and museum etiquette stated above.**

|  |  |
| --- | --- |
| Name of Group Leader/facilitator: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. Sign up for SAM’s Education EDM [here](http://eepurl.com/dwQgoz). |
| Office Tel: | Click or tap here to enter text. | Mobile No: | Click or tap here to enter text. |
|  |
| Will you be coming for a recce visit?[ ]  Yes [ ]  NoDate: Click or tap here to enter text. Time: Click or tap here to enter text.  |
| You will be booking a visit to:☐ ***President’s Young Talents 2018***4 October 2018 – 27 January 2018 [Max: 80pax]Other exhibitions to be announced. |
| Organisation Name: Click or tap here to enter text.Organisation Tel: Click or tap here to enter text.Date of Visit: Click or tap here to enter text.Time of Visit: Click or tap here to enter text. | Duration of Visit:[ ]  1 hour or less [ ]  1 – 2 hours[ ]  2 – 3 hours [ ]  More than 3 hours*Please arrive 10-15 minutes earlier to fill in a sign-in sheet at the front desk to register your visit.* |
| Number of participants: Click or tap here to enter text.Number of group leaders/facilitators: Click or tap here to enter text. |
| Names of group leaders/facilitators & their mobile numbers: Click or tap here to enter text.(This is needed for coordination should the group encounter problems en route to, or while, at SAM. If needed, please contact **SAM Education at 6697 9776** or the **Front Desk at 6589 9580**.) |

 ***\*Do note the drop-off/ pick-up location for buses:***

*For SAM at 8Q – drop-off/pick-up at Queen Street*

**QUESTIONNAIRE FOR GROUP LEADER/FACILITATOR**

**Have you brought your students/clients to SAM before?**

[ ] Yes, for: [ ] Guided Visit [ ] Self-directed Visit [ ] Educational Workshop [ ] Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] No

**Why did you decide to bring your students/clients to SAM? (Please select all that apply)**

[ ] Excursion

[ ] Art Club excursion (Other Clubs, please specify:Click or tap here to enter text.)

[ ] For my students/clients to familiarize themselves with SAM and learn museum etiquette

[ ] To support learning about art

[ ] To enjoy and learn more about contemporary art through SAM’s exhibitions

[ ] Inter-disciplinary learning: learning another subject through art (Subject/topic:Click or tap here to enter text.)

[ ] Others (please specify:Click or tap here to enter text.)

**Will you be using any teaching materials during the visit?**

[ ] Yes, my own teaching materials [ ] Yes, worksheets from SAM [ ] No

|  |
| --- |
| Please tell us more about the group that is visiting: |
| Click or tap here to enter text. |

|  |
| --- |
| If there are special needs students/clients or persons with disabilities (PWD), please let us know:* Number of special needs student/clients
* Types of Disabilities
* Any special concerns we should take note of
 |
| Click or tap here to enter text. |