**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](mailto: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**](mailto: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.**

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| --- | --- | --- | --- |
| 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  No Date: 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

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

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| 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. |