

**Science Centre Singapore**  
Astronomy programmes booking form



Programme title: \_\_\_\_\_  
Date/time: \_\_\_\_\_ 8pm / 9pm (Please circle)  
Number of participants: \_\_\_\_\_ adults/ \_\_\_\_\_ children  
Level of students (if applicable): \_\_\_\_\_

**Section A**

Name of officer in-charge: (Ms/Mrs/Mdm/Mr) \_\_\_\_\_  
Email: \_\_\_\_\_ HP: \_\_\_\_\_  
Name of institution / organisation: \_\_\_\_\_  
Office Tel: \_\_\_\_\_ Office Fax: \_\_\_\_\_

**Section B** (please fill up for billing purposes)

Billing address: \_\_\_\_\_  
\_\_\_\_\_

**Section C** (for official use only)

Booking is            Successful / Unsuccessful  
Processed by: \_\_\_\_\_  
Date: \_\_\_\_\_

**Terms and Conditions**

- 100% payment is required as confirmation of booking at least 1 month from visit date. The booking will be cancelled if payment is not received 1 month before visit date.
- 50% cancellation fee will be levied for any cancellation made within 1 month before programme date.
- All cancellation & any booking amendments have to be sent to us at least 10 working days (by 5.30pm) before your programme dates to avoid any penalty charges.
- Full programme fee will apply for any amendment or cancellation within 10 working days of scheduled booked date, no show, if the number attending falls below the minimum number for the programme or if the group is late for more than 30 minutes without notification.
- As wet weather programmes have been planned for each booking, there will be no refund in case of rain or overcast skies.

**Privacy Policy:**

Information collected in this document is for Science Centre enrichment programme booking purposes only and will not be sent to third parties. We request for your contact information in order to arrange alternative dates if slots are unavailable. Explicit consent is obtained to use the information in a manner different from the purpose for which it is collected.

This form may be copied if necessary for booking purposes.