

ESPLANADE GROUP TOUR BOOKING FORM

To: Customer Service, Esplanade Front Of House
Email: foh@esplanade.com
Tel: (65) 6828 8377 Fax: (65) 6338 6828

Each Tour is about 45 minutes. Tour would begin from the Concert Hall Information Counter and end at the Esplanade Shop. Access into the performing venues, such as Concert Hall and Theatre is subject to availability. During the tour, participants will be briefed on the making of Esplanade and the special features of the arts centre. Participants will be provided with an information pack as a souvenir. The Esplanade Tour is priced as follows:

Adult: \$8.00 inclusive of GST (Minimum charge of S\$160.00 is applicable for groups less than 20 adults)
Children (aged 12 years old & below): \$5.00 inclusive of GST (Minimum charge of S\$100.00 is applicable for groups less than 20 children)

Section 1: To be completed by customer

Customer Information

Company: _____
Address: _____
Postal Code: _____ Email Address: _____
Contact Person: _____ Tel: _____ Fax: _____

Tour Information

No. of Participants: Total: _____ Adults: _____ Children: _____
Date of Tour: _____ Time: _____ Between 9 a.m. and 5 p.m.
Please state preferred time

Mode of Payment

Cash Credit Card: Amex / Visa / Masters / Diners
Name as on Credit Card: _____
 Cheque / IFAAS / GIRO Credit Card No: _____
(Made payable to "The Esplanade Co Ltd") Expiry date: _____

Terms & Conditions

- Bookings can only be confirmed upon receipt of booking forms.
- Minimum charge of S\$160.00 is applicable for groups less than 20 adults.
- Minimum charge of S\$100.00 is applicable for groups less than 20 children.
- Please note that all requirements are subject to availability at time of request.
- An administrative fee of 50% of total amount is applicable for cancellation with less than 48 hours notice.
- An administrative fee of 100% of total amount is applicable for cancellation with less than 24 hours notice.
- Tax receipt will be issued upon payment.

Signature / Date
Name: _____
Title: _____

Section 2: To be completed by Esplanade, Customer Services

Payment Advice

No. of Paying Participants: Total: Adult: Children: Serial No: _____
No. of Non-paying Participants:
Total amount payable (incl. GST \$ _____) \$ _____ Payment due date: _____

Section 3: To be completed by Esplanade, Customer Services & Finance

Amount Received (\$) _____ Bank / Chq No. _____ O/R No. _____
(Indicate bank & cheque number for cheque payment)

Received by (FOH): _____ Handed –over to (Finance): _____
Name / Signature / Date Name / Signature / Date