



# Form A (Tour Booking)

- Note:**
1. Booking Lead Time is **at least** 2 weeks from date of tour.
  2. This form must be filled by the SAT Coordinator.
  3. SAT Coordinator **MUST** be a CO staff.
  4. The Tour is about 6-8 hours.
  5. Pick-Up Time is at **9.00am** sharp.
  6. Lunch is **NOT provided**.
  7. Each form is to be used for only ONE package tour booking entailing a maximum of 43 participants.
  8. Children aged 3 years old and below are not chargeable, however they will be considered as part of the headcount.
  9. Otherwise, all will be charged the standard rate.

## a) Constituency Details

Constituency Office (CO)	Singapore Art Tour (SAT) Coordinator
CO Address	Contact of SAT Coordinator (O) (Hp) (Fax)
	Email of SAT Coordinator

## b) Booking Details

Choice of Tour Guide's Language Proficiency *(Please tick only one combination)*

English & Mandarin
  English & Malay
  English & Tamil

Date of Tour <span style="float: right;">dd/mm/yy</span> <i>(Please refer to schedule)</i>	Total No of Participants <input type="checkbox"/> No. of Participants at 4years old & above <input type="checkbox"/> No. of Participants at 3 years old & above
Pick-Up Point Address	

## c) Grassroots Tour Leader (GTL) Details

Name of GTL	Contact of GTL (Res) (Hp)
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## d) Billing Address

Billing Address

e) Submission of Booking	e) Confirmation of Booking
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I confirm that the above booking details are correct at the time of submission.	This is to inform you that your booking has been confirmed.
_____ Name of SAT Coordinator/Signature	_____ Name of Contractor/Signature
_____ Date	_____ Date

**Note:**

1. Please fax the completed Form A to 63361830
2. For enquiries, please call 63396833/ 81137511