

BOOKING FORM (Step 1 of 3)

Contact/Billing Details

Name of School/Organisation: _____
 Address: _____
 Name of Contact Person: _____ Tel: _____
 Email: _____ Fax: _____
 Fee/child: _____ Additional teacher charge: _____

Excursion Details (on Actual Day)

Day/Date of Outing: _____ Pick-up/Drop-off Time(s): _____
 Venue(s): _____
 Min. no. of Children: _____ No. of Teachers: _____ No. of Parents: _____
 Name of Person-in-Charge: _____ Mobile no.: _____

Meals

Breakfast / Lunch / Dinner / Snacks (please circle relevant items)
 Budget: _____
 Special Instructions/Requests: _____

TERMS & CONDITIONS

By signing this form, you agree to inform Knowledge on Wheels (hereafter KW) of the final number of participants and to email all required documents to KW three (3) working days before the actual outing; you also agree to all the terms and conditions stated below.

1. **Booking Confirmation & Payment**
 - 1.1. Payment by **crossed cheque payable to KNOWLEDGE ON WHEELS LLP, or direct credit to Knowledge on Wheels LLP OCBC 588 -055194-001.**
 - 1.2. All cheques must be **mailed to Vbox 881978, Singapore 919191.**
 - 1.3. Upon confirmation of above booking, KW will issue a booking confirmation; a **50% deposit is payable within 7 days** of receipt.
 - 1.4. **Remaining 50% to be paid by cheque/direct bank credit on actual day of outing.**
 - 1.5. Fee inclusions/Other payments due:
 - 1.5.1. All other fees chargeable by KW and relevant vendors, and for transport. Meals and insurance are not included unless otherwise stated.
 - 1.5.2. **Coach sharing fee of \$20 (per extra location)** is payable if bus is required to pick up passengers from 2 or more nearby locations.
2. **Changes and Cancellations**
 - 2.1. Changes to itinerary/no. of participants/etc. are allowed up to 7 working days before excursion date, subject to KW's approval and at an additional cost of \$20.
 - 2.2. If cancellation is made 14 days or less before confirmed excursion date, the client forfeits the 50% deposit.
 - 2.3. If cancellation is made 7 days or less before actual outing, 100% of the full fee is payable—client must pay KW the full remaining 50%.
 - 2.4. If actual number of participants falls below the agreed minimum number, a shortfall fee will be charged per absentee head; E.g. \$25.00 x 2 absentees = \$50.00 penalty
 - 2.5. KW reserves the right to charge the full fee plus the absentee charge in the event that the minimum number is not met.
3. **Wet Weather/Contingency Plan**
 - 3.1. Schools/Organisations are encouraged to be prepared for all weather conditions, i.e. participants to bring hats/raincoats/umbrellas.
 - 3.2. In the unlikely event that a programme cannot be carried out as planned due to weather conditions, etc., **KW reserves the right to suggest alternative venue(s) in discussion with the designated person-in-charge. There will be no replacement or postponement of event.**
4. **Punctuality**
 - 4.1. It is the responsibility of the school/organisation/centre to get all participating children ready 10 minutes before departure time.
 - 4.2. Buses will leave on time and latecomers will have to arrange for their own transport to the destination at their own cost .
 - 4.3. If pick-up/return time from the destination is delayed beyond 15 minutes by tardiness, a **late charge of \$20** will be levied.
5. **Refunds**
 - 5.1. There will be **no refund** of fees and **no replacement** with other tours if a child is absent.
6. **Liability and Exemptions**
 By consenting to your/your child's participation in the event/tour, you/parents/guardians/family members of the participant as well as the educational entities/organisations involved have agreed that the company, KNOWLEDGE ON WHEELS LLP, shall not be liable for any damages, losses, injuries or mishaps whatsoever that may occur to or be suffered by the participant(s) during the event/tour/journey.

BOOKING CONFIRMED:
 All ABOVE TERMS/CONDITIONS
 UNDERSTOOD AND ACCEPTED BY:

 (Signature; Name; Date; Company stamp) Email or Fax this Completed Form to us