

## Worms on Wheel Booking Form: Pre-School

<b>Name of Organisation (for Billing)</b>			
<b>Address</b>			
<b>Name of Principal / Vice Principal</b>		<b>Principal's/Vice Principal's Email Address</b>	
<b>School Contact Number</b>		Details of person in charge of excursion to be stated on the page overleaf	

<b>Preferred Delivery date</b> (select any date between Tuesday-Friday):	
<b>Preferred Delivery time</b> (select between 10am-4pm)	
<b>Name and Contact number of Receiver:</b> (to be given to our transportation company)	
<b>1-hour teachers' training at additional cost of \$120 (flat rate, no gst charge)</b>	<p><b>Yes / No</b> (please circle either one)</p> <p>If yes, please specify preferred date and time: _____</p> <p><b>Number of teachers:</b> _____ (maximum of 10 teachers)</p>

### Important Notes:

- Email your completed booking form to [booking@theartground.com.sg](mailto:booking@theartground.com.sg) and we will issue the full invoice to your company.
- The cost of the 4-week rental of **Worms on wheel** is fixed at \$380 (no gst charge). An additional charge of \$120 (flat rate) applies for the 1-hour teachers' training. A maximum of 10 teachers are allowed for the teachers' training.
- Payment must be made in full to **The Ground Co Limited** before the delivery of the Worms on wheel and teachers' training date.
- Completed booking forms should be emailed to The Artground at least 1 month prior to the delivery date. The form serves as an indication of interest, and you are required to read the Terms and Conditions before endorsing this form with your signature and your school stamp on the page overleaf. An email confirmation and an invoice will be issued to you upon receiving the completed booking form.
- Payment Mode:
  - (1) **Cheque** to be issued to The Ground Co Limited
  - (2) **Online bank transfer: DBS Bank Pte Ltd** / Bank Code 7171 / Branch Code 027 / Account No: 0279071940
  - (3) **PAYNOW:** Company registration number: 201632916C / Company name: The Ground Co Limited

**For verification purposes, please email your proof of payment to [booking@theartground.com.sg](mailto:booking@theartground.com.sg).**

- Cancellation is strictly not allowed after the completed booking form has been submitted.
- Payments are strictly non-refundable.

## Worms on Wheel Booking Form: Pre-School

Contact Details of Personnel in Charge			
<b>Personnel in charge</b>		<b>Designation</b>	
<b>Mobile No</b>		<b>Email Address</b>	

**By signing and submitting this booking form, I hereby accept and agree to all Terms and Conditions stated in this document:**

### 1. Waiver of Liability

The school and its appointed accompanying carers shall ensure the safety, well-being and behavior of their charges. The Artground shall not be responsible or liable in any way for any loss, injury, mishap (including personal injury) of any students and/or accompanying carers incurred during the visit.

### 2. Confirmation of Booking

Bookings made will be confirmed by The Artground staff within two weeks. Bookings are only confirmed if you have received an email confirmation from The Artground. An invoice will also be issued thereafter.

### 3. Cancellation

The school shall bear the minimum administrative fee of SGD\$150.00 for any booking cancelled after an email confirmation has been sent. Should The Artground initiate any cancellation or postponement of bookings due to unforeseen circumstances, we shall endeavour to inform the school at least two weeks before the delivery date.

**Signature of Personnel in Charge:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Stamp:**