

Terms & Conditions for Race to Sustainability!

1 Programme Details

- 1.1 The price of the programme stated includes 9% GST.
- 1.2 The fee(s) stated are subject to change without prior notice.
- 1.3 To allow each facilitated programme participant to receive the optimum experience from our on-site programmes, there is a cap on the maximum number of participants allowed per group. Each group is assigned one programme facilitator.
- 1.4 Programme fees are calculated based on the number of groups for the facilitated on-site programmes, or number of participants for the on-site competition event.
- 1.5 In the event that the number of participants per group is less than the stated capacity or there is a shortened duration, the full on-site programme fee will still apply.
- 1.6 Where the number of participants exceeds the group capacity on the day of the on-site facilitated programme, an additional group may be formed subject to the availability of programme facilitator(s) and programme materials and additional charges will apply. Please note that Gardens by the Bay is under no obligation to provide additional facilitators or relevant programme materials to cater to last minute additions.
- 1.7 Some activities are weather permitting. In the event of wet weather, Gardens by the Bay reserves the right to amend or replace the affected outdoor activities without prior notice at its sole and absolute discretion.

2 Registration, Payment and Confirmation

2.1 Registration, Booking Requests and Programme Reservation Form

a. Competition Event

- (i) Registration for the competition event must be made in writing by 11 October 2024, 5pm.
- (ii) Once registration for the competition event has been submitted to Gardens by the Bay, any request for amendments must be made in writing by 14 October 2024, 5pm and is subject to the approval of Gardens by the Bay.

b. Facilitated Programme

- (i) Booking requests must be made in writing at least 21 calendar days in advance, from the date of the programme.
- (ii) The Programme Reservation Form must be submitted to Gardens by the Bay at least 14 calendar days prior to the date of the programme.
- (iii) Once the Programme Reservation Form is submitted to Gardens by the Bay, any request for amendments must be made in writing and is subject to the approval of Gardens by the Bay.

2.2 Payment

- a. For schools paying via Credit Card online:

- (i) Full payment must be made by 5 working days before the date of visit for the onsite programme. Registration is confirmed only upon receipt of full payment and the issuance of an official Gardens by the Bay Programme Confirmation Form, from our Education officer.
- (ii) There will be no refund upon receipt of full payment.
- b. For schools paying via Vendors@Gov / IFAAS:
 - (i) Registration is confirmed only upon the issuance of an official Gardens by the Bay Programme Confirmation Form, from our Education officer.
 - (ii) Schools will be billed after the programme is completed. Please note that payment must be received 30 calendar days from the invoice date.

2.3 Programme Confirmation

- a. No amendments may be made after the Programme Confirmation Form is issued.
 - b. The Programme Confirmation Form must be brought along as proof of registration and/ or payment on the day of the programme.
- 2.4 There will be no refund should there be absentees on the day of the programme, or a postponement of the programme.

3 Cancellation/ No-show

- 3.1. The cancellation/ no-show policy is as follows:

Within 7 calendar days of the date of the programme as indicated on the Programme Reservation Form.	100% of total programme fee charged.
No-show on the scheduled date of the programme.	

- 3.2. Should Gardens by the Bay initiate cancellation of booking due to unforeseen circumstances, we shall endeavour to inform participants or group representatives at least 3 calendar days prior to the date of the programme and arrange for an alternative programme date. If an alternative date cannot be agreed upon, Gardens by the Bay will provide a full refund. Gardens by the Bay will not bear any responsibility for travel expenses or any other costs which might have been incurred.

4 Punctuality

- 4.1 Should participants be late for the programme, the programme content will be modified and components of the programme may be omitted to ensure that the programme ends at the time stated on the Confirmation Form.
- 4.2 No extension of time will be allowed to compensate for the late start time.
- 4.3 Should Gardens by the Bay start the programme late due to unforeseen circumstances, the programme will be delivered in its entirety.

5 Disclaimers

- 5.1 Gardens by the Bay shall not be responsible or liable for any injuries or losses suffered by the programme participants.

- 5.2 Students must be accompanied by teachers and/ or adult chaperones at all times (based on the prevailing ratio as recommended by MOE), during the entire duration of the programme and while they are within the premises of Gardens by the Bay. Schools shall ensure the safety, well-being and proper behaviour of their students. The programme facilitator reserves the right to suspend the on-site programme should inappropriate behaviour or action compromise the safety and well-being of the students.

6 Competitions

- 6.1 The judges' decision is final and no correspondence will be entertained.
- 6.2 Gardens by the Bay reserves the right to change any terms of the competition(s) without prior notice and to substitute any prize with one of a similar value.
- 6.3 By taking part in the competition(s), you understand and accept without condition that Gardens by the Bay may elect to use your information contained herein for internal marketing purposes in a manner it deems fit whilst according your privacy or confidentiality with the highest priority.
- 6.4 Gardens by the Bay shall not be held liable in the event that the competition(s) is / are terminated or scaled down or otherwise modified for any reason or cause beyond the control of the company.

7 Copyright and Intellectual Property

- 7.1 All title, ownership rights and intellectual property rights (including all copyrights) in and relating to the programme and any copies thereof (including but not limited to any titles, themes, concepts and any related documentation) are owned by Gardens by the Bay.
- 7.2 Audio and video recordings of the programme are strictly prohibited without prior written approval from Gardens by the Bay.
- 7.3 Photographs and/ or videos of the programme taken by staff are deemed the property of Gardens by the Bay and we reserve the right to use these photographs and/ or videos in the Gardens' internal and external communications.

8 Programme / Gardens Etiquette

- a. Competition Event
- (i) Keep the Gardens clean.
 - (ii) Care for the flora and fauna in the Gardens.
 - (iii) Do not run in the Conservatories.
 - (iv) Stay on the paths and keep out of the flower beds, trees and shrubs.
 - (i) Take extra care along the open boardwalk at the Dragonfly Lake and/ or near the edge of any water bodies.
- b. Facilitated Programme
- (ii) Follow the instructions given by the guide/ programme facilitator.
 - (iii) Teacher(s)-in-charge should accompany all participating students at all times.
 - (iv) Keep the Gardens clean.



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- (v) Care for the flora and fauna in the Gardens
- (vi) Do not run in the Conservatories.
- (vii) Stay on the paths and keep out of the flower beds, trees and shrubs.
- (viii) Take extra care along the open boardwalk at the Dragonfly Lake and/ or near the edge of any water bodies.
- (ix) No recording of the tour is allowed.

9 All Rights Reserved

- 9.1 Gardens by the Bay reserves the right to amend, delete and/ or add to these terms and conditions without prior notice at its sole and absolute discretion.