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## Living with Bamboo: Museum of Art is Here

Application for Group Guided Tour Service

(For Registered Schools, Non-profit-making Organisations and Charitable Organisations Only) <sup>①</sup>

**Exhibition Venue:** Exhibition Gallery, G/F, Hong Kong Central Library, 66 Causeway Road, Causeway Bay, Hong Kong

**Exhibition Period:** 10 September – 11 October 2016

**Opening Hours:** 10:00am - 8:00pm daily

**Free Admission (If group guided tour service is not needed, no application is required)**

By using the Museum's collection, this education programme tells the story of the connection between art and our life: bamboo is around us! Apart from exhibition, a series of education activities are offered for everyone.

Please refer to the Hong Kong Museum of Art's website (<http://hk.art.museum>).

**Local schools, non-profit-making and charitable organisations are now invited to join our guided tour service with the following details:**

### Group Guided Tour Service Arrangement

<b>Guided Tour Service Fee</b>	Free of charge	
<b>Maximum No. of Guided Tour Service</b>	A maximum of 2 free visits for each school / organisation	
<b>Period</b>	12 September – 11 October 2016 (Except 16 September & 10 October)	
<b>Sessions</b>	<p><b><u>Every Monday to Friday</u></b></p> <p>10:00am to 11:00am 11:30am to 12:30pm 2:00pm to 3:00pm 3:30pm to 4:30pm</p>	<p><b><u>Every Saturday and Sunday</u></b></p> <p>10:00am to 11:00am</p>
<b>No. of participants</b>	20 – 75 persons <sup>②</sup>	
<b>Activity</b>	One-hour guided tour	

### Notes

①: Kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities, registered charitable organisations and non-profit-making organisations with a minimum of 20 persons in the group may apply. For disabled and elderly organisations, a minimum of 10 persons, including the chaperone(s) may apply.

**Registered charitable organisations or Registered non-profit-making organisations** should provide copies of supporting document. We accept either one of the following documents:

1. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
2. List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
3. Letter issued by the Social Welfare Department; or
4. Constitution, or Ordinance, or Trust Deed of the organisation, which specifically provides that members do not take any share of the profit nor any share of the assets upon dissolution.

Copies of document should be signed by body representative and furnished with official chop. Application will not be accepted if the organisation fails to provide the documents listed above.

②: The number of participants for each tour is 20 – 25. A maximum of 3 tours can be conducted each session.

## **A. Application Procedure**

1. Fax the completed form to **2311 4071**.
2. Application starting date: **9:00am, 4 July 2016**
3. Each school / organisation should submit one application form only. Applications are processed on a first-come-first-served basis.
4. Group guided tour service will only be available at the above sessions. No special arrangement for group guided tour service will be made outside those sessions. Visitors are welcome to join our public guided tours, please refer to the Hong Kong Museum of Art's website for more details.
5. Application form must be faxed to the Hong Kong Museum of Art **2 weeks prior** to the date of visit.
6. For enquiries or any amendments of information, please call the Extension Services Sub-unit at **2734 2103 / 2734 2154** (Mon-Fri, 9:30am-5:30pm).

## **B. Important Notes**

1. **Confirmation letter** will be faxed to school 1 week prior to the date of visit. If you do not hear from us, please call the Extension Services Sub-unit to reconfirm.
2. If you want to cancel your visit, you must notify the Extension Services Sub-unit, Hong Kong Museum of Art immediately.

## **Frequently Asked Questions**

### **1. What kind of organisations can apply for group guided tour services?**

The applicant for the service should be registered under the Societies Ordinance or incorporated under the Companies Ordinance or formed by statute or registered on the list of approved charitable institutions or trusts of a public character. Its Constitution or Memorandum and Articles of Association or Ordinance or Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.

### **2. Are there any parking spaces for coaches at the Hong Kong Central Library (HKCL)?**

There are no parking spaces for public use at the car park of the HKCL. Coaches hired by visiting schools or organisations can set down and pick up passengers at the car park, but prior arrangement is required.

### **3. Is there any cloak room at the exhibition hall?**

No. Please remind the students not to bring their school bags, but they may bring a small bag for keeping personal belongings.

### **4. Could we stay behind after the tour? May we take photographs?**

Yes.

### **5. Are educational worksheets available?**

Educational worksheets are not provided for this exhibition. Only exhibition pamphlets will be distributed on-site and it can be downloaded from the Hong Kong Museum of Art's website.

### **6. I submitted the application form but did not receive any reply. Is my application not accepted?**

We will notify all the applicants regardless of the final result. There may be a problem with the fax transaction. Please contact us to check the progress.

You have the right to request access to and to request the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. The personal data collected by means of this form will enter the record of the Hong Kong Museum of Art. Enquiries concerning the personal data collected by means of this form, including the request for access and corrections, should be addressed to the Extension Services sub-unit. Tel No: 2734 2103.



To: Extension Services Sub-unit, Hong Kong Museum of Art

Fax: 2311 4071

### Living with Bamboo: Museum of Art is Here

Group Guided Tour Service Application Form

Reference No. (For Official Use only)

#### Registered School / Non-profit-making Organisation / Charitable Organisation Information

Name					
Nature *      Tertiary / Secondary / Primary / Special School / Others:					
Address				Telephone Number	
				Fax Number	
Person-in-charge and contact telephone number					
Any special request?					
No. of visit	Date (Month / Day / Time)			Grade / Age	No. of Participants (including chaperones)
1 <sup>st</sup> Visit	1 <sup>st</sup> Choice	M	D	AM PM	
	2 <sup>nd</sup> Choice	M	D	AM PM	
2 <sup>nd</sup> Visit (If applicable)	1 <sup>st</sup> Choice	M	D	AM PM	
	2 <sup>nd</sup> Choice	M	D	AM PM	

The undersigned hereby certifies that all the information furnished on this form is complete and accurate.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Post \_\_\_\_\_

School / Organisation Chop \_\_\_\_\_

Date \_\_\_\_\_

#### For Official Use Only

Received date	Finalized on/ by	I. Recommended II. Not recommended	I. Approved II. Not approved by	Date	Reply sent on
		I / II	I / II		

#### 《 Preliminary Reply Slip 》

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(Applicant should complete the following)

Name of School/ Organisation \_\_\_\_\_ Fax No.: \_\_\_\_\_

Person-in-charge : \_\_\_\_\_ Tel No.: \_\_\_\_\_

(To be completed by the Hong Kong Museum of Art)

From : Extension Services Sub-unit, Hong Kong Museum of Art Tel : 2734 2103

Date : \_\_\_\_\_ Total page number : 1 Ref. Number : \_\_\_\_\_

Thank you for applying a school visit on / / 2016  
We will notify you of the **confirmation letter** by fax.