

導賞服務申請表 Application Form for Guided Tour Service

請選擇語言 Language preferred 粵語 Cantonese 英語 English 普通話 Putonghua

電話預約 / 查詢 Telephone Booking / Enquiries : ☎ 3580 6770 傳真 Fax : ☎ 3580 0498
星期一至五 Monday – Friday : 9:30am – 1:00pm & 2:00pm – 5:30pm (公眾假期除外 Except public holidays)

填寫前本表格請先細閱第三至五頁的申請須知。

Please read the Notes on Application on p.3-5 before filling in this form.

導賞服務申請適用於星期一及星期三至日 (逢星期二休館)。

Guided tour service is available on Monday and Wednesday to Sunday (Closed on Tuesdays).

甲部：申請學校 / 團體資料 Part A : Particulars of Applicant

學校 / 團體名稱 (須與證明文件相同) Name of School / Organization (as shown on the supporting document)

註冊學校：幼稚園 / 小學 / 中學 / 其他 (請註明) _____
Registered school : kindergarten / primary school / secondary school / others (please specify) _____

*註冊慈善團體 Registered charitable organization

*註冊非牟利團體 Registered non-profit-making organization

其他 (請註明) Other (please specify) _____

(* 請附上有關證明文件副本 Please provide certified copy of the supported document)

學校 / 團體地址 Address _____

負責老師 / 活動負責人 Officer-in-charge

聯絡電話 Telephone No.

傳真號碼 Fax No.

擬參觀日期 Date of Visit

參觀時間 Time of Visit

由 From _____ 至 to _____

學生 / 成員人數 No. of Students / Members (1)

年級 (學校適用) / 年歲 Class (For school) / Age

隨行老師 / 領隊數目 No. of Teacher / Leader (2)

是否有需要為殘疾人士作特別安排?

Any special request for visitors with disabilities?

需要 Yes _____ 不需要 No

參觀總人數 Total No. of Visitors (1) + (2)

學校 / 團體有否為參觀本館而額外收費?

Do you charge members for admission to the Museum?

沒有 No 有 Yes (\$ _____)

此部份須由學校 / 團體負責人，如校長、主席、行政秘書等簽署

This part should be completed by the Authorized Officer of the school / organization, e.g. the Principal, the Chairman or the General Secretary.

茲證明上述資料正確無訛，並無遺漏。

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

校長 / 團體負責人姓名 (正楷)

Name of the Principal / Authorized Officer (in Block Letter) _____

簽署

日期

學校 / 團體印鑑

Signature

Date

Official Seal

乙部：預計參觀時間 Part B : Planning Your Visit		請選擇並擬定參觀活動的時間，以便本館作出安排。 Please tick and plan the time of your visit for ease of arrangement.	
活動項目 Programme	大約需時 Duration	活動時間表 Time-table	
到達展覽館 Arrival at the Exhibition Gallery	-----		
<input type="checkbox"/> 導賞服務 Guided tour service for the exhibition	45 分鐘 minutes	至 to	
<input type="checkbox"/> 自行參觀展覽館 Visit the gallery on your own	45 分鐘 minutes	至 to	
離開展覽館 Departure	-----		

此部份由館方填寫 For the Museum use only

葛量洪號滅火輪展覽館
Fireboat Alexander Grantham Exhibition Gallery

導賞服務申請 Application for Guided Tour Service
確認回條 Confirmation Slip

致申請人：

To Applicant :

閣下申請葛量洪號滅火輪展覽館導賞服務一事，已獲 / 不獲批准。

Your application for guided tour service of Fireboat Alexander Grantham Exhibition Galley is / is not approved.

簽署
Signature : _____

姓名及職位
Name and Post : _____

日期
Date : _____

申請須知

1. 導賞服務是專為香港註冊學校、非牟利機構及慈善團體而設，每團人數為二十人。上述服務的申請適用於星期一及星期三至日。本館開放時間為星期一及星期三至日早上 9 時至下午 5 時，逢星期二休館(公眾假期除外)。
2. 本館將按先到先得的方法處理有關申請。合資格的團體可於參觀前兩星期至三個月作出申請(由每月第一個工作日開始接受報名)。例如 2007 年 10 月 2 日起便可申請 2008 年 1 月份的參觀。請於辦公時間(星期一至五：9:30am – 1:00pm 及 2:00pm – 5:30pm，公眾假期除外)致電 3580 6770 預約。然後在預約後一星期內將填妥的申請表格連同文件副本(見第 3 項條款)，郵寄(信封面請註明「申請導賞服務」)或傳真(3580 0498)至本館。申請人如未能如期遞交申請表，其電話預約即自行取消。如申請之參觀日期距遞交申請表的時間少於兩星期，其申請將不獲接納。
3. 申請團體必須為已根據《社團條例》或《公司條例》註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。在申請時，團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，其成員不得分享利潤或資產。團體申請導賞服務時，必須附上該等證明文件之副本(如稅務局依據稅務條例第八十八條發出的信件)，並由團體負責人正式簽署，連同團體印鑑，以示真確。
4. 關於各項申請，本館擁有絕對決定權。申請能否獲得批准，須視乎申請團體是否完全符合上述條件而定。如申請人不遵守以上規定或提供虛假資料，館方有權取消先前批准的申請。
5. 申請如獲批准，本館將最遲於參觀前一星期發出確認覆函作實，參觀團體必須於入場時出示該確認覆函，否則本館有權取消已預約的服務。倘申請人欲更改參觀人數或其他安排，必須立即通知本館，並或需重新申請。
6. 為免影響當日的參觀安排，請準時到達展館。如團體遲到超過 20 分鐘，所預約的服務或會被取消。
7. 如當日參觀人數眾多，本館將因應展館的可容納人數，按先到先得的方式安排參觀人士入場。
8. 本館不設衣帽間。
9. 團體負責人須維持其團體的秩序，請安排足夠數目的隨行領隊以便照應。活動完畢後，負責人須集齊所有參加者方可離開展館。
10. 請勿在展館範圍內使用擴音器。若遇有緊急事故，活動負責人可請本館職員提供協助。
11. 參觀人士不可以在展館範圍內飲食、吸煙、喧嘩、觸摸展品、攝影或拍攝錄像(已獲館方書面許可者例外)。
12. 若參觀人士於展館範圍內有任何不恰當的行為，例如破壞展品或騷擾其他參觀人士，本館職員有權制止，並要求該參觀人士即時離開。

惡劣天氣特別安排

1. 如天文台懸掛八號或以上颱風訊號或發出黑色暴雨警告訊號，所有預約服務將會取消。
2. 如教育局發出停課公佈，該天所有預約的學校導賞服務將會取消。
3. 如因上述情況而被取消導賞服務的學校 / 團體，請保留館方發出的確認覆函及致電 3580 6770 與本館職員聯絡，以便重新安排導賞服務。

個人資料收集聲明

根據個人資料(私隱)條例第十八、二十二及附表一載列的第六原則，申請人有權要求查閱及更正表格內所提供的個人資料。本館會把申請人提供的個人資料存檔。申請人如欲查閱及更正本表格所收集的個人資料，請致電 3580 6770 與本館職員聯絡。

Notes on Application

1. All schools, charitable or non-profit making organizations registered in Hong Kong are eligible for the application for guided tour service. The capacity of each guided tour group is 20 persons. The service is available on Monday and Wednesday to Sunday. The Exhibition Gallery **opens from 9am to 5pm on Monday and Wednesday to Sunday and closes on Tuesdays (except public holidays).**
2. Application will be accepted on a first come, first served basis. **Applications should be made from 2 weeks to 3 months (from the first working day of the month) in advance before the date of visit.** For example, if you want to visit in January 2008, you can make application on 2 October 2007. Please **call 3580 6770** during office hours (Monday to Friday: 9am to 1pm and 2pm to 5:30pm, except public holidays) for reservation first, and then submit the completed application form together with copies of relevant documents (see Note 3 below) to the Exhibition Gallery by mail (please mark application for guided tour service on the envelope) or fax (3580 0498) **within one week after the telephone booking. Otherwise, the booking will be cancelled.** Application made less than two weeks before the visit will not be considered.
3. The applicant should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved institutions or trusts of a public character. Its Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organization do not take any share of the profits nor any share of the assets upon dissolution. **The organization should provide copies of relevant documents certified true by an authorized officer with the official seal, for example, the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**
4. The Museum reserves the right to approve an application. All applications are approved subject to the applicants' absolute compliance with the above-mentioned criteria. If the applicant fails to observe this condition or any information provided by the applicant is found to be untrue, the Museum reserves the right to withdraw the approval.
5. **Successful applicant will be notified in writing at least one week before the visit. Please present the Confirmation Slip upon admission.** The Museum reserves the right to cancel relevant services if the applicant fails to produce the confirmation. If there are any changes after the confirmation letter is issued, please notify the Museum immediately. New application may be required.
6. In order not to affect the visiting schedule and other arrangements on the day, please arrive at the Exhibition Gallery on time. Pre-booked services may be cancelled if you are late for more than 20 minutes.
7. If there are too many visitors at the Exhibition Gallery, we will arrange the admission on a first come, first served basis according to the capacity of the Gallery.
8. There is no cloakroom in the Gallery.
9. Group leader should keep the order of the group members. Please split your group into smaller groups and assign one leader for each small group. Group leader should gather the group members and complete the head count before leaving the Gallery.
10. Please do not use loudspeaker in the Gallery. In case of emergency, please approach the Gallery staff for assistance.
11. Eating, drinking, smoking, playing, touching of exhibits or unauthorized photo and video taking (except those with prior written permission) are prohibited in the Gallery.
12. The Gallery staff reserves the right to stop any annoying behavior and to order the visitors to leave the Gallery immediately.

Inclement Weather Special Arrangement

1. When **black rainstorm warning is issued, or typhoon signal no. 8 or above is hoisted** by the Hong Kong Observatory, all pre-booked guided tour services will be cancelled.
2. All the pre-booked school guided tour services will be cancelled in accordance with the announcement of suspension of school made by Education Bureau.
3. Under the above circumstances, **organizations should keep the Confirmation Slip and contact our staff at 3580 6770 for rearrangements.**

Personal Data Collection Statement

You have the right to request access to and 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 provided in this form will be entered into the records of Fireboat Alexander Grantham. Enquiries concerning the personal data collection in this form, including the request of access and corrections, please contact our staff at 3580 6770.