

「碗窑展覽」導賞服務申請表
Request for “Wun Yiu Exhibition” Docent Services

檔案號碼 File No. _____

學校 / 團體名稱 _____

School / Organization _____

學校 / 團體地址 _____

Address _____

活動負責人 _____

Person-in-charge _____ (先生/女士/太太) (Mr./Ms./Mrs.)

辦公室電話 _____ 手提電話 _____ 傳真號碼 _____

Office Phone No. _____ Mobile No. _____ Fax No. _____

年級 Form _____ 年歲 Age _____

參觀人數 _____ 老師/領隊人數 _____ 總人數 _____

No. of visitors _____ No. of teachers/leaders _____ Total No. of visitors _____

所需導賞服務 Docent Service Required	
日期 Date :	(逢星期四、聖誕日、聖誕翌日、元旦日及農曆年初一至初三休息 Closed on Thursdays, Christmas Day, Boxing Day, New Year's Day and the first 3 days of the Chinese New Year)
時間 Time :	<input type="checkbox"/> 10:00 – 11:00 a.m. <input type="checkbox"/> 2:30 – 3:30 p.m. <input type="checkbox"/> 11:00 a.m. – 12 noon <input type="checkbox"/> 3:30 – 4:30 p.m.

茲證明上述資料均正確無訛，並無遺漏（須由校長或團體之負責人，如主席、行政秘書簽署）
The undersigned hereby certifies that all the information given on this form is correct and complete.
To be signed by Principal or authorized officer of the organization, e.g. the Chairman or General
Secretary.

校長 / 團體負責人姓名
Principal / Person in Charge of the Organization

簽署 Signature

日期 Date

學校 / 團體印鑑
School / Organization Chop

申請須知

1. 導賞名額有限，先到先得。參觀團體可由參觀日起計一至三個月內，於辦公時間內致電 2208 4406 預約參觀日期和時間，然後將填妥的申請表格連同證明文件，傳真(2377 9792)或郵寄至九龍尖沙咀海防道九龍公園香港文物探知館教育及宣傳組。申請接受與否，本辦事處擁有最終決定權。
2. 每次只限申請一團的導賞服務。
3. 請安排足夠的隨行老師或領隊以便維持秩序，建議老師或領隊與參觀人數比例在 1:30 之內。
4. 參觀團體必須準時到達指定地點集合。如遲到 15 分鐘或以上，導賞員有權把行程縮短及於指定時間結束。
5. 導賞服務申請如獲批准，本辦事處將致函覆實。如在參觀日期前一星期仍未收到回覆，請致電 2208 4406 與教育及宣傳組聯絡。
6. 本辦事處發出覆實函件後，申請人如欲更改參觀日期、時間、人數或參觀安排，必須重新申請。
7. 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。本表格內所提供的個人資料，只作安排導賞服務之用。申請人如欲查閱及更正本表格所收集的個人資料，請致電 2208 4413 與古物古蹟辦事處二級助理館長聯絡。

Notes on Application

1. Docent services are arranged on a first come first served basis. Applications should be made from **1 to 3 months before the date of visit**. Please call 2208 4406 during office hours for reservation first, then submit the duly completed form together with relevant documents to the Antiquities and Monuments Office by fax (2377 9792) or post to Education and Publicity Unit, Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon. Approval for the application is subject to the Office's final decision.
2. Each application can apply for one guided tour only.
3. Please maintain a leader-and-visitor ratio of 1:30 for efficient disciplinary control.
4. The groups are expected to be punctual. Docent reserves the right to finish the tour according to the scheduled time or make alterations on the route if the groups are late **more than 15 mins**.
5. Successful application will be confirmed in writing. If no reply is received from the Office 1 week before the date of visit, please contact our Education and Publicity Unit at 2208 4406.
6. New application is required for any change of the date, time, the number of visitors and other arrangement of the visit.
7. All applicants have the right to request access to and make 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. Personal data provided in this form will be used solely for arranging docent service only. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II of our Office at 2208 4413.

本欄只供辦事處填寫 For Office use only		
Approved		申請日期 Request received on:
Not approved		批核職員（職位）Endorsed by Post:

除特別註明外，中文或英文填寫均可。Please complete the form in either Chinese or English unless otherwise specified.

查詢電話 For Enquiries: 2208 4406

傳真 Fax: 2377 9792