

文物徑導賞服務申請表
Request for Docent Service at Heritage Trails

檔案號碼 File No. _____

學校/團體名稱 (中文) _____

Name of School/

Organization (English) _____

學校/團體地址

Address _____

負責老師/活動負責人 Person in charge (先生/女士/小姐/太太) (Mr./Ms./Miss/Mrs.)

辦公室電話 Office Tel. No. _____ 手提電話 Mobile _____

傳真號碼 Fax No. _____ 導賞日期 Date of docent service _____

時間 Time _____ 參觀學生/團體人數 No. of visitors _____

年級 Form _____ 年歲 Age group _____

隨行老師/領隊數目 No. of teachers/leaders _____ 總人數 Total no. of visitors _____

語言選擇 Language preferred: 粵語 Cantonese 英語 English

申請導賞服務地點 Locations applied for docent service

- 屏山文物徑 (清暑軒、觀廷書室、愈喬二公祠、鄧氏宗祠、上璋圍*及聚星樓#)
Ping Shan Heritage Trail (Ching Shu Hin, Kun Ting Study Hall, Yu Kiu Ancestral Hall, Tang Ancestral Hall, Sheung Cheung Wai* and Tsui Sing Lau Pagoda#)
- 龍躍頭文物徑 (松嶺鄧公祠#、天后宮及老圍*)
Lung Yeuk Tau Heritage Trail (Tang Chung Ling Ancestral Hall#, Tin Hau Temple and Lo Wai*)
- 中西區文物徑中區線 (皇后像廣場、和平紀念碑、舊最高法院*、前法國外方傳道會大樓* (終審法院)、聖約翰座堂及舊三軍司令官邸 (茶具文物館))
Central Route, Central and Western Heritage Trail (Statue Square, Cenotaph, The Old Supreme Court*, Former French Mission Building* (Court of Final Appeal), St. John's Cathedral and Flagstaff House (Museum of Tea Ware))
- 中西區文物徑上環線 (舊上環街市北座 (西港城)、水坑口遺址、廣福義祠、舊病理學院* (香港醫學博物館)、香港中華基督教青年會*及文武廟)
Sheung Wan Route, Central and Western Heritage Trail (Western Market (North Block), Old Site of the Possession Point (Shui Hang Hau), Kwong Fook I Tsz, Old Pathological Institute* (Hong Kong Museum of Medical Sciences), Chinese Young Men's Christian Association of Hong Kong* (Chinese YMCA) and Man Mo Temple)

*並不對外開放 Not open to the public

**逢星期一休息 Closed on Mondays

#逢星期二休息 Closed on Tuesdays

茲證明上述資料均正確無訛，並無遺漏（申請須由校長/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 Name of Principal/Chairman

簽署 Signature

申請日期 Submission Date

學校/團體印鑑 School/Organization Chop

申請須知

- 由於導賞服務名額有限，申請將以先到先得形式辦理。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、時間和路線，然後將填妥的申請表連同證明文件，郵寄或傳真(2377 9792)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。
- 每次只限申請一團的導賞服務。
- 為維持參觀團體的秩序，請安排足夠的隨行領隊或組長以互相照應，建議領隊/組長與參觀人數比例在 1:30 之內。
- 參觀團體必須準時到達指定地點集合。若遲到 **15 分鐘**或以上，導賞員有權把行程縮短及於指定時間結束。
- 導賞服務申請如獲批准，本辦事處將致函覆實。如距離參觀日期前一星期仍未接獲回覆，請與教育及宣傳組聯絡(電話：2208 4406)。
- 本辦事處發出覆實函件後，若申請人欲更改參觀日期、時間、人數或參觀安排，必須重新申請。
- 關於導賞服務的申請，本辦事處擁有最終決定權。
- 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。申請表格內所提供的個人資料，只作處理導賞服務申請之用。申請人如欲查閱及更正本表格所收集的個人資料，請與香港文物探知館二級助理館長聯絡(電話：2208 4413)。

Notes on Application

- 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 mail or fax (2377 9792) to Education and Publicity Unit, Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon.
- Each application can apply for one tour of docent service only.
- Please maintain a leader-and-visitor ratio of 1:30 for efficient disciplinary control.
- 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**.
- 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 Section (Tel: 2208 4406).
- New application is required for any change of the date, time, the number of visitors and other arrangement of the visit.
- Approval for the application is subject to the Office's final decision.
- 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 processing the application 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 (Tel: 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。Except special indication, please complete the form in either Chinese or English.

查詢電話 For Enquiries: 2208 4406

傳真 Fax: 2377 9792