

**團體參觀及導賞服務申請表 Application Form for Group Visit and Guided Tour Services**

（填寫前請先參閱背頁的申請須知 Please read the Notes on Application overleaf before completing the form）

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| 學校 / 團體名稱 （中文） | | | | | | | |
| Name of School/Organisation（English） | | | | | | | |
| 地址（中文） | | | | | | | |
| Address（English） | | | | | | | |
| 負責人姓名（中文） | | | Name of Person-in-charge（English） | | | | |
| 電話 Tel No. | | | 電郵 Email | | | | |
|  | | |  | | | | |
| 參觀人數 No. of Visitors | | | （每團15-20人 15-20 persons per group） | | | | |
| 隨行領隊 / 老師人數 No. of Accompanying Staff / Teachers  （建議每團最少有1位領隊或老師同行 At least 1 staff or teacher per group is recommended） | | | | | | | |
| 參觀者類別 Profile of Visitors | | | | | | | |
| 🞎 學生 Students（年級Grade\_\_\_\_\_\_\_） | | 🞎 成人 Adult | | | | 🞎 長者 Elderly | |
| 🞎 殘疾人士 People with Disabilities | | 🞎 其他 Others （請註明Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_） | | | | | |
| 擬參觀日期 Preferred Date of Visit | 1. \_\_\_\_/\_\_\_\_/\_\_\_\_ (日DD/月MM/年YY) | | | | 1. \_\_\_\_/\_\_\_\_/\_\_\_\_ (日DD/月MM/年YY) | | |
| 擬導賞時間  Preferred Time of Guided Tour  \* 只適用於六、日及公眾假期  Applicable to Sat, Sun and Public Holidays only | 🞎 11:30-12:30\* 🞎 14:00-15:00  🞎 16:30-17:30 🞎 18:00-19:00 | | | | 🞎 11:30-12:30\* 🞎 14:00-15:00  🞎 16:30-17:30 🞎 18:00-19:00 | | |
| 語言選擇 Language Preferred | 🞎 粵語 Cantonese | | | 🞎 英語 English# | | | 🞎 普通話 Putonghua# |
| # 如未能提供英語或普通話導賞，是否接受粵語導賞？If English/Putonghua tour cannot be arranged, do you accept Cantonese tour? | | | | | | | 🞎 是Yes 🞎 否No |

茲證明所填寫及遞交資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。

The undersigned hereby certifies that all the information provided on this form is correct and complete, and has read and understood the Notes on Application.

|  |  |
| --- | --- |
| 校長 / 團體負責人姓名 Name of Principal / Organisation Person in Charge | 學校 / 團體印鑑 School / Organisation Chop |
| 簽署 Signature |
| 日期 Date |
| 個人資料收集聲明 Personal Information Collection Statement  透過本表格所提供的個人資料只供作高山劇場之用，並會存檔作記錄。根據個人資料（私隱）條例第18及22條及附表1內第6項原則，閣下有權要求查閱及改正本表格所載的個人資料。如欲查閱及更正本表格所收集的個人資料，請致電2330 5473與高山劇場副經理（九龍西）市場推廣及地區活動聯絡。  Personal data provided in this form will be used by Ko Shan Theatre only and kept as records of the theatre. In accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, you have the right to request access to and make correction of personal date as stated in this form. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact AM(KW)MPDA at 23305473. | |

申請須知 Notes on Application

1. 高山劇場新翼粵劇教育及資訊中心（下簡稱「中心」）將按先到先得形式處理申請。中心只接受香港註冊學校、註冊慈善團體 / 非牟利機構之申請。任何商業機構的申請恕不接受。

The Cantonese Opera Education and Information Centre at Ko Shan Theatre New Wing (the Centre) will arrange the group visit and guided tour service on a first-come, first-served basis. This free service is only provided for registered schools, registered charitable organisations / non-profit-making organisations. Applications by any commercial organisation will NOT be accepted.

1. 參觀團體可由參觀日起計**兩星期至兩個月**內於辦公時間內致電**2330 5130 / 2330 5473**預約，並將填妥的申請表傳真至中心（2781 4783），或郵寄至香港紅磡高山道77號高山劇場新翼三樓（信封面請註明「粵劇教育及資訊中心團體參觀」）。如團體未能如期遞交申請，其電話預約即自動取消。如申請之參觀日期距電話預約的時間少於兩星期，中心有權不處理其申請。關於導賞服務的申請、結果及各項安排，中心擁有最終決定權。

Applications should be made from **2 weeks to 2 months before** the date of visit. Please call **2330 5130 / 2330 5473** during the office hours for reservation and submit the completed form either by fax (2781 4783) or by post to 3/F Ko Shan Theater New Wing, 77 Ko Shan Road, Hung Hom, Hong Kong (please mark ‘Cantonese Opera Education and Information Centre Group Visit’ on the envelope) for confirmation. Otherwise the reservation will be cancelled. The Centre reserves the right not to consider any application made less than 2 weeks before the date of visit. Tour arrangements and results of application are subject to the Centre’s final decision.

1. 申請如獲批准，中心將以電郵覆實。**如於距離參觀日前一星期亦未獲回覆，請致電2330 5130 / 2330 5473與中心聯絡**。

Email confirmation will be sent to successful applicants. **If you have not received any reply from the Centre 1 week before the date of visit, please contact the Centre at 2330 5130 / 2330 5473**.

1. 申請者如欲取消活動，或更改參觀安排如日期、時間、人數等，請於**最少一星期前**賜電告知。取消申請須補交書面通知以供存檔，已取消的活動將不作補辦。如有關更改的通知距離參觀日不足一星期，中心有權隨時撤回批核。

Please notify the Centre by phone **at least 1 week before the visit** if you want to cancel, or amend any particulars of the booking, e.g. date / time / visitor numbers, etc. A written confirmation for the cancellation is required. No rearrangements will be provided for cancelled visits. The Centre reserves the right to withdraw the approval if the amendments are made less than 1 week before the visit.

1. 敬請準時到達指定地點集合。遲到15分鐘或以上者，導賞員有權縮短行程並於指定時間結束。

Please arrive at the meeting point punctually. Docent reserves the right to shorten the tour according to the scheduled time if the group is late for more than 15 minutes.

1. 查詢 Enquiry

辦公時間： 星期一至五　 上午九時至下午六時

Office hours: Mon to Fri 9 am to 6 pm

電話 Tel：2330 5130 / 2330 5473 傳真 Fax：2781 4783

電郵 E-mail：csocoeic1@lcsd.gov.hk / amkwmpda@lcsd.gov.hk

地址：香港紅磡高山道77號高山劇場新翼三樓

Address: 3/F Ko Shan Theatre New Wing, 77 Ko Shan Road, Hung Hom, Hong Kong