



香港海防博物館  
HONG KONG MUSEUM OF COASTAL DEFENCE

## 免費入場及導賞服務申請表格

### Application for Free Admission and Docent Service

傳真 Fax: 2569 1637

申請編號 Reference No. \_\_\_\_\_

香港筲箕灣東喜道175號 175 Tung Hei Road, Shau Kei Wan, Hong Kong

填寫本表前請先細閱附頁之申請須知。

Please refer to the attached Notes on Application before filling in this form.

甲部 註冊非牟利機構 / 慈善團體 / 學校豁免入場費申請

**Part A Application for Waiver of Admission Charges by Registered Non-profit-making Organization / Charitable Organization / School**

團體/學校名稱(中文)：	Name of Organization / School (English)
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請附上證明文件副本，以證明團體合乎申請須知第4項所列的要求。

Please enclose copies of relevant documents as specified in the Notes on Application No. 4 to prove the nature of the Organization.

地址 Address：	傳真 Fax：
申請人姓名 Name of Applicant：	電話 Telephone：

參觀日負責人姓名及手提電話號碼

Name and Mobile Phone No. of Officer-in-charge on the date of visit：

姓名 Name：

電話 Telephone：

**逢星期四休館(公眾假期除外) Closed on Thursdays (except on Public Holidays)**

擬申請參觀日期及時間 Date and Time of Visit：	第一選擇 1 <sup>st</sup> Choice 日期Date:	第二選擇 2 <sup>nd</sup> Choice 日期Date：
	時間Time ( : to : )	時間Time ( : to : )
參觀人數 No. of Visitors：	隨行工作人員 數目 No. of Accompanying Personnel：	年歲 Age：
		參觀者類別 Type of Visitors：
		<input type="checkbox"/> 長者 Elderly
		<input type="checkbox"/> 家庭 Family
		<input type="checkbox"/> 殘疾人士 People with Disabilities
		<input type="checkbox"/> 制服團隊 Uniform Group
		<input type="checkbox"/> 學生 Students (年級 Grade: _____)
		<input type="checkbox"/> 其他 Others _____

**乙部 導賞服務****Part B Guided Tour Service**需要 Required不需要 Not Required

每個參觀團體可在同日申請不多於兩團的導賞服務，每團人數須達二十至三十人。名額有限，先到先得。

Every organization can apply for one to two guided tour(s) with 20 - 30 persons for each group. First come, first served.

 展覽廳 Exhibition Galleries 粵語Cantonese 英語 English 普通話 Putonghua 戶外古蹟徑 Outdoor Historical Trail 粵語Cantonese 英語 English 普通話 Putonghua**丙部 旅遊車位 (週末、公眾假期除外)****Part C Parking Space (Except Weekends and Public Holidays)**

注意：由於週末及公眾假期遊人眾多，故停車場在上述期間只供上落乘客之用。

Due to high demand of parking spaces, drivers can use the Museum's car park for picking up and dropping off only on weekends and public holidays.

 需要 Required 不需要 Not Required

所需旅遊車位數目：

Parking space(s) required:

 一個 One 兩個 Two**丁部 團體申請參觀孫中山紀念館****Part D Application for Group Visit to the SYSM**

孫中山紀念館於逢星期一至三及五至日提供免費團體參觀及導賞服務。如欲於同一天參觀孫中山紀念館，請註明是否需要導賞服務：

The Dr Sun Yat-sen Museum (SYSM) provides free group visit and guided tour service on Monday to Wednesday and Friday to Sunday. If you wish to visit the SYSM on the same day, please indicate if you need any guided tour service:

 需要 Required 不需要 Not required

有關申請將轉介予孫中山紀念館跟進，查詢請電3580 6780。

Application will be referred to the SYSM. For enquiries, please call 3580 6780.

茲證明所填報的資料確實無訛。(須由團體負責人，例如主席、校長、行政秘書等簽署)

I certified that all information provided on this form is accurate (to be signed by the officer-in-charge, e.g. Chairman, Principal, General Secretary).

姓名

職位

Name

Post

簽署

日期

團體/學校印鑑

Signature

Date

Chop of Organization / School

**本館專用 For Official Use**

Date received :

Waiver of Admission

Charges :

Approved / Not Approved

Details finalized:

Reply Letter No.:

## 申請須知

1. 申請豁免入場費優惠及導賞服務，專為參觀人數達 **20 人或以上** 的本地學校，包括幼稚園、小學、中學、特殊學校、專上學院與大學，以及註冊非牟利機構或慈善團體而設。如人數少於 20 人，則需繳付入場費。
2. 本館的開放時間為每日上午十時至下午五時，三月至九月延長至下午六時，**逢星期四休館**。星期三免費入場。
3. 本館將按先到先得方法處理有關申請。合資格團體可在 **參觀前兩星期至三個月作出申請（由該月的第一個工作日開始接受報名）**。例如 2012 年 4 月 1 日起便可申請 2012 年 7 月份的參觀。申請人須先行致電預約，惟必須在預約後 **一星期內** 將填妥的申請表格及有關證明文件副本（見第 4 項條款）郵寄或傳真至本館，信封面請註明「申請豁免入場費/導賞服務」。申請人如未能如期遞交申請表，其電話預約即自動取消。如申請之參觀日期距遞交申請表格的時間 **少於兩星期**，恕未能接納申請。
4. 申請豁免入場費優惠的團體必須已根據《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。團體申請豁免入場費優惠時，**必須附上上述證明文件之副本(如稅務局依據稅務條例第八十八條發出之信件)，並由機構負責人正式簽署，連同團體蓋印，以示真確。**
5. 本館地址： 香港筲箕灣東喜道 175 號香港海防博物館  
預約電話： 2569 1248  
傳真： 2569 1637
6. 關於各項申請，本館擁有絕對決定權。申請能否獲得批准，須視乎申請人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的資料，館方有權取消先前之批准及索回全部入場費。
7. 申請如獲批准，本館將最遲於參觀前一星期覆函作實。參觀團體須於入場時出示該確認信，否則本館有權向參觀者收取入場費及取消已預約之服務。如果出席人數超出申請時的數目，活動負責人須為超額人數購票。倘申請人欲更改參觀人數或其他安排，請即致電通知博物館，就此或需重新申請。
8. 團體請準時到達博物館，以免影響當日的參觀安排；如團體遲到超過 30 分鐘，所預約之服務或會被取消。
9. 請勿在博物館範圍內使用擴音器。若遇有緊急事故，活動負責人可請博物館職員提供協助。
10. 參觀者不可以在博物館館範圍內吸煙、喧嘩、觸摸展品或拍攝錄像（已獲館方書面許可者除外）。
11. 若參觀者於博物館範圍內有任何不恰當的行為，例如破壞展品或對其他參觀者造成滋擾，本館職員有權制止，並要求參觀者即時離開。

## 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。本館及孫中山紀念館(如同時申請孫中山紀念館免費參觀及導賞服務)會把申請人於表格內所提供之個人資料存檔。申請人如欲查閱及更正本表格所收集的個人資料，請聯絡本館二級助理館長（地址：香港筲箕灣東喜道 175 號 / 電話：2569 1347）。

## **Notes on Application**

1. All local schools, including kindergartens, primary schools, secondary schools, special schools, post-secondary institutions and universities, and registered charitable or non-profit-making organizations with a visiting group of **20 or more** are eligible for the application for waiver of admission charges and free guided tour services. Groups of less than 20 persons are required to pay the admission charges.
2. The museum opens from 10 am to 5 pm daily, extended to 6 pm between March to September, **except Thursdays** (the closing day). Free admission on Wednesdays.
3. 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, application can be made on 1 April 2012 for visits in July 2012. Telephone booking is required before submitting the application form. Completed application form together with copies of relevant documents (see Note 4 above) should reach the Museum **within one week** by fax or by mail after the telephone booking is made. Otherwise, the booking will be cancelled. However, application made **less than two weeks** before the visit will not be considered. To submit application by post, please mark "Application for Waiver of Admission Charges / Docent Service" on the envelope.
4. The applicant for waiver of admission charges should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable 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 the relevant documents certified true by an authorized officer with the organization chop, e.g. the letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance.**
5. **Address :** Hong Kong Museum of Coastal Defence, 175, Tung Hei Road, Shau Kei Wan, Hong Kong.  
**Booking hotline :** 2569 1248  
**Fax :** 2569 1637
6. The Museum reserves the right to approve an application. Approval for an application is subject to the applicant's 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 and recover the full amount of admission charges waived.
7. Successful applicants will be notified in writing at least one week before the visit. Please present the confirmation letter upon admission. The Museum reserves the right to charge admission and cancel the requested services if the applicant fails to produce the confirmation letter. If the number of participants exceeds the approved number, the group needs to pay for the extra visitors. If there are any changes after the confirmation letter is issued, please notify the Museum immediately, and new application may then be required.
8. In order not to affect the visiting schedule and other arrangements on the day of visit, please arrive at the Museum on time. Pre-booked services may be cancelled if the group is late for more than 30 minutes.
9. Please do not use loudspeaker in the Museum. In case of emergency, please approach the Museum staff for assistance.
10. Smoking, playing, touching of exhibits or unauthorized video-taking (except those with prior written permission) are prohibited in the Museum.
11. The Museum staff will stop any annoying behaviors, like causing damages to exhibits or disturbance to other visitors, and reserve the right to request the visitors concerned to leave the Museum immediately.

## **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 the Hong Kong Museum of Coastal Defence and the Dr Sun Yat-sen Museum (if applying for free admission and guided tour to the Dr Sun Yat-sen Museum at the same time). Enquiries concerning the personal data collected in this form, including the request for access and corrections, should be addressed to our Assistant Curator II in writing or by calling at 2569 1347.