



## 外借展板及運送服務申請表

### APPLICATION FOR LOAN OF EXHIBITION PANELS AND DELIVERY SERVICE

查詢及預約 Enquiries and Advance Booking :

☎ 2569 1248 (教育組 Education Unit) ☎ 2569 1637

(填寫前請先閱讀申請須知 Please read the Notes on Application before completion)

#### 申請人資料 Applicant's Details

學校 / 團體名稱 Name of School / Organisation		
<input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 註冊慈善團體 Registered Charitable Organisation <input type="checkbox"/> 註冊非牟利機構 Registered Non-profit-making Organisation <input type="checkbox"/> 其他 Others (請註明及提供證明文件 Please specify and provide the supporting documents) _____		
申請人姓名 Name of Applicant		職位 Post
電話 Tel. No.	手提電話 Mobile No.	傳真 Fax No.
地址 Address		
用途 Purpose of Use <input type="checkbox"/> 教學 Teaching <input type="checkbox"/> 活動 Programme <input type="checkbox"/> 其他 Others (請註明 Please specify) _____		

#### 外借展板 Loan of Exhibition Panels (只可選擇一項 Please select one only)

題目 Title	展覽地點 Display Area	借用日期 Loan Period
海防風雲六百年 “Coastal Defence over 600 Years” (10 塊展板 / panels)		
同禦鐵蹄——香港的抗戰歲月圖片展 Pictorial Exhibition on “Braving the Storm: Hong Kong under Japanese Occupation” (15 塊展板 / panels)		
東區歷史展 History of Island East (20 塊展板 / panels) *包括 19 塊圖片 incl. 19 photo cardboards		
南京大屠殺圖片展 Pictorial Exhibition on the Nanjing Massacre (13 塊展板 / panels)		

## 免費運送展板服務 *Free Delivery Service of Exhibition Panels*

(此服務由即日起開始提供，直至另行通知為止。請選擇所需服務。The service is available from now on until further notice. Please select the service required.)

服務 Service	運送日期 Date of Delivery	預定時間 Proposed Time
由博物館運送展板到學校 / 團體 Delivery of panels from the Museum to the school / organisation <input type="checkbox"/> 需要 Required <input type="checkbox"/> 不需要 Not required		
由學校 / 團體運送展板回博物館 Delivery of panels from the school / organisation to the Museum <input type="checkbox"/> 需要 Required <input type="checkbox"/> 不需要 Not required		

### 聲明 *Declaration*

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關的借用規則。

I hereby certify that all the information given on this form is correct and complete, and agree to abide by the conditions of loan.

簽署

Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

學校 / 團體印章 School / Organisation Chop

### 此欄由本館職員填寫 *For Official Use Only*

接受 Accepted      拒絕 Rejected      不需要 Not required

外借展板 Loan of Exhibition Panels

免費運送服務 Free Delivery of Exhibition Panels

備註 Remarks

簽署 Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

# 申請須知 NOTES ON APPLICATION

## 申請手續

1. 申請人請先致電 2569 1248 與本館教育組預約欲外借的展板，然後在兩日內將填妥的申請表正本及證明文件的副本（註冊慈善團體及非牟利機構適用），傳真(2569 1637)至香港海防博物館教育組收。
2. 申請人必須於擬定借用日期前最少兩星期遞交申請表，館方只接受預早三個月的申請。所有申請將按先到先得的方法辦理。
3. 任何註冊慈善團體 / 非牟利機構的申請人於遞交申請表時，必須附上有關的證明文件副本，如稅務局按稅務條例第八十八條發出的信件，以證明其慈善性質或非牟利性質。申請機構的負責人必須於證書副本上簽署，並蓋上團體印鑑，以作確認。
4. 所有展板的借用期限為一星期，如需要延長借用期，請在電話預約時提出，館方會酌情處理。
5. 館方在審批後會於七個工作天內發出書面通知，並與申請人確認運送展板詳情。申請人需在收到及交還展板時簽收作實。

## 借用規則

1. 借用者必須妥為擺放展板，以免受潮或被日光直射，並須確保展板在展覽期間安全展出。在佈展及展覽期間的任何情況下，展板對任何人 / 物造成任何傷害或損毀，館方皆不會承擔任何責任。
2. 借用期間展板如有任何損毀或遺失，借用者必須立即通知本館教育組，切勿嘗試自行修補。館方有權追討賠償，包括重新製作、修補及其他有關費用等。
3. 所有外借展板版權均屬香港特別行政區政府所有，借用學校 / 團體不得擅自以任何形式翻印、複製或更改外借資料內容。
4. 借用者不能向觀賞者收取任何費用，或未經館方同意，擅自將展板外借予其他學校 / 機構。
5. 館方保留對申請的最後決定權。

## 個人資料（私隱）收集聲明

1. 閣下於表格內所提供的個人資料只作處理申請之用。
2. 根據個人資料（私隱）條例第十八、二十二及附表一的第六原則，閣下有權要求查閱及更正表格內所提供的個人資料。
3. 如欲查閱及更正表格內所提供的資料，請致電 2569 1248 與教育組職員聯絡。

## Application Procedures

1. For the loan of exhibition panels, please first contact the Education Unit at 2569 1248 for advance booking and then send the completed application form together with the supporting documents (applicable to registered charitable and non-profit-making organisations) to the Education Unit, Hong Kong Museum of Coastal Defence by fax (2569 1637) within two days after the telephone booking.
2. The applicant for the loan of exhibition panels is required to submit the completed application form at least two weeks in advance of the intended date of display. Application is accepted up to 3 months in advance. All application will be processed on a first come, first served basis.
3. For registered charitable / non-profit-making organisations, the applicant should produce copies of supporting documents to identify the nature of the organisation, e.g. a letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance. The copy should be certified true by an authorized officer together with the organisation chop.
4. The loan period of exhibition panels is one week. For those who would like to extend the loan period, please raise the request for the Museum's consideration while making reservation.
5. Successful applicant will be confirmed in writing within 7 working days, Museum staff will confirm the details of delivery with the applicant. The applicant has to sign to confirm once the panels are received / returned.

## Conditions of Loan

1. The exhibition panels should be well protected from rain, humidity and direct sunlight. The borrowing party should be responsible for the safety measures during the setup and display period. The Museum is not liable for any damage or harm caused to persons while using the panels under the custody of the borrowing party.
2. In case of damage or loss of the loaned panels, it should be reported to the Museum's Education Unit immediately and no attempt for repairs should be made by the borrowing party. The Museum reserves the right to claim from the borrowing party the full payment of the cost of the package with overheads.
3. The Government of the Hong Kong Special Administrative Region possesses the copyright of the loaned panels; the content of the panels shall not be reproduced, duplicated or altered in any format in any way.
4. The borrowing party should not impose any charge on the viewers, or loan the panels to any other schools / organisations without the Museum's consent.
5. Application is subject to the Museum's final approval.

## Personal Data Collection Statement

1. The personal data you provided on this form will be used for processing of application only.
2. You have the right to request access to and the correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
3. For access to and correction of personal data submitted, please contact the Education Unit at 2569 1248.