



香港九龍尖沙咀漆咸道南 100 號

100 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong

## 團體免費參觀及導賞服務申請表

### Application for Free Group Visit & Guided Tour Service

電話預約 / 查詢 Telephone Booking / Enquiries : ☎ 2724 9080

傳真 Fax : ☎ 2724 9090

星期一至五 Monday – Friday : 9:30 am – 12:45 pm & 2:00 – 5:30 pm

填寫此表格前，請先於辦公時間內致電預約參觀時段，並閱讀第三至四頁的申請須知

Please call our staff during office hours for reservation first and read the Notes on Application on p.3-4 before filling in this form.

博物館於星期一、四、五、六及日提供團體參觀服務。星期二休館(公眾假期除外)；星期三免費入場(專題展覽或需另外收費)。

Group visit service is available on Monday, Thursday, Friday, Saturday and Sunday.

The Museum is closed on Tuesdays (except public holidays). Free Admission on Wednesdays (except for some Special Exhibitions).

<b>甲部：豁免入場費申請</b>	<b>Part A : Application for Free Admission</b>
學校/團體名稱 (須與證明文件相同)	Name of School / Organization (as shown on the supporting document)

- 註冊幼稚園、小學、中學、特殊學校、專上學院或大學  
Registered kindergarten / primary / secondary / special school / post-secondary institution / university
- \*註冊慈善團體 Registered charitable organization
- \*註冊非牟利機構 Registered non-profit-making organization
- 其他 (請註明, 如政府部門) Others (please specify, e.g. government department) \_\_\_\_\_
- (\* 請附上有關證明文件副本 Please furnish certified copy of the supporting document)

申請學校/團體地址 Address of the School/Organization

負責老師/活動負責人 Officer-in-charge	聯絡電話 Telephone No.
	傳真號碼 Fax No.
擬參觀日期 Proposed Date of Visit	參觀時間 Time of Visit 由 From: 至 To:
學生/成員人數 No. of Students/Members (1)	年級 (學校適用) / 年歲 Class (For School) / Age
隨行老師/領隊數目 No. of Teachers/Leaders (2)	是否需要作特別安排? Any special request for visitors? <input type="checkbox"/> 需要 Yes _____ <input type="checkbox"/> 不需要 No
參觀總人數 Total No. of Visitors (1)+(2)	學校/團體有否為是次參觀收取入場費? Do you charge members admission fees for this proposed visit? <input type="checkbox"/> 沒有 No <input type="checkbox"/> Yes 有 (\$) _____

備註 Remark:

茲證明上述資料均正確無訛，並無遺漏。

The undersigned hereby certifies that all the information given on this form is correct and complete.

校長/機構負責人姓名 (正楷)

Name of the Principal / Authorized Officer (in Block Letters)

簽署  
Signature

日期  
Date

學校/機構印  
Official Seal

<b>乙部：選擇參觀展覽及導賞服務</b> (每節導賞團人數約 40 人)	<b>Part B : Exhibition(s) to be visited &amp; Guided Tour Service</b> (Each guided tour admits about 40 persons)
1. <input type="checkbox"/> 「香港故事」常設展覽 導賞服務: <input type="checkbox"/> 需要 <input type="checkbox"/> 不需要	1. <input type="checkbox"/> “The Hong Kong Story” Permanent Exhibition Guided tour service: <input type="checkbox"/> Required <input type="checkbox"/> Not required
2. <input type="checkbox"/> 專題展覽 (請留意展出日期) 導賞服務: <input type="checkbox"/> 需要 <input type="checkbox"/> 不需要	2. <input type="checkbox"/> Special Exhibition (Please check the exhibition period) Guided tour service: <input type="checkbox"/> Required <input type="checkbox"/> Not required
選擇語言 Language preferred <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua	
備註 Remark:	

<b>丙部：專題展錄音導賞服務</b>	<b>Part C : Audio-guide Service for Special Exhibition</b>
借用錄音導賞器材數目 (最多可借用 40 套) 共_____套 (借用者必須遵守「租用錄音導賞器材登記簿」所列之「租用須知」)	No. of audio-guide set required (maximum 40 sets) <b>Total: _____ sets</b> (Borrower shall abide by the “Notes to Hirers” listed on the “Record of Rental of Audio Guide Set”)
選擇語言 Language preferred <input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua	

<b>丁部：館內錄像帶觀賞服務</b>	<b>Part D : In-house Video Shows Service</b>	
<input type="checkbox"/> 需要 <input type="checkbox"/> 不需要	<input type="checkbox"/> Required <input type="checkbox"/> Not required	
觀看人數 (連同隨行老師 / 領隊, 每節最多為 139 人) 共_____人	No. of audience (maximum 139 persons per session including teachers/leaders) <b>Total: _____ persons</b>	
<b>選擇觀賞的錄像帶 Programme(s) selected</b> 此項服務的安排須視乎場地而定。錄像帶目錄可在博物館網頁下載。 In-house video shows will be arranged according to the availability of the venue. Catalogue of the video programmes can be downloaded from <a href="http://hk.history.museum/documents/54401/54604/Inhousevideoprogramchi.pdf">http://hk.history.museum/documents/54401/54604/Inhousevideoprogramchi.pdf</a> .		
1 錄像帶系列名稱 Title of the video series	集數 Episode : 編號 No. ( ) 名稱 Title	需時 Duration mins.
2 錄像帶系列名稱 Title of the video series	集數 Episode : 編號 No. ( ) 名稱 Title	需時 Duration mins.

<b>戊部：預計參觀時間</b>	請選擇並擬定各項活動的時間，以便本館作出安排。	
<b>Part E : Planning Your Visit</b>	Please tick and plan the time of your visit for ease of arrangement.	
活動項目 Programme	大約需時 Duration	活動時間表 Schedule
到達博物館 Arrival at the Museum		
<input type="checkbox"/> 館內錄像帶觀賞 In-house video shows	30 分鐘 mins – 1 小時 hr	至 to
<input type="checkbox"/> 「香港故事」導賞服務 Guided tour service for “The Hong Kong Story”	1.5 小時 hrs	至 to
<input type="checkbox"/> 自行參觀「香港故事」 Visit “The Hong Kong Story” on your own	1 – 3 小時 hrs	至 to
<input type="checkbox"/> 專題展覽導賞服務 Guided tour service for the special exhibition	1 小時 hr	至 to
<input type="checkbox"/> 自行參觀專題展覽 Visit the special exhibition on your own	1 小時 hr	至 to
離開博物館 Departure		

## 申請須知

1. 申請豁免入場費、導賞及館內錄像帶觀賞服務，是專為參觀人數達 **20 人或以上的註冊幼稚園、小學、中學、特殊學校、專上學院、大學、非牟利機構及慈善團體**而設。如人數少於 20 人，則需繳付入場費。上述服務的**申請限於星期一、四、五、六及日**。本館的開放時間為平日：10am-6pm；週六、週日及公眾假期：10am-7pm；逢星期二休館；星期三免費入場（專題展覽或需另外收費）。
2. 本館將按先到先得方法處理有關申請。合資格團體須在**參觀前最少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 2014 年 8 月 1 日起便可申請 2014 年 11 月份的參觀。請於辦公時間內(星期一至五:9:30am-12:45pm 及 2:00-5:30pm) **致電 2724 9080 預約**，然後在預約後一星期內將填妥的申請表格連同證明文件副本（見第 3 項條款），郵寄(信封面請註明「申請團體參觀」)或傳真(2724 9090)至香港歷史博物館。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，其申請將不獲接納。
3. 申請團體必須已根據《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，**必須附上該等證明文件之副本(如稅務局依據稅務條例第八十八條發出之信件)，並由團體負責人正式簽署，連同團體蓋印，以示真確。**
4. **申請免費參觀團體不應向參加者收取任何費用**。如團體因組織是項活動而必須向參加者收取任何費用，如交通費及行政費，請於申請表格上列明收費性質。
5. 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不完全或虛假的資料，館方有權取消先前之批准及索回全部入場費。**
6. 申請如獲批准，**本館將最遲於參觀前一星期覆函作實。參觀團體必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。**團體須為超出預約登記的人數另繳入場費；如團體人數未達預約人數，館方有權要求活動負責人作書面解釋；若團體人數少於 20 人，館方有權要求團體全數自行購票入場**。倘申請人欲更改參觀人數或其他安排，必須立即通知博物館，並或需重新申請。
7. 團體請**準時到達博物館**，以免影響當日的參觀安排。**獲豁免入場的團體將獲安排入場一次，遲到者須自行購票入場**，如團體遲到超過 30 分鐘，所預約之服務或會被取消。
8. 參觀團體的旅遊巴士可於科學館迴旋處上落客。博物館只提供 6 個車位予旅遊巴士停泊，車位分配將以先到先得方法處理，不設預約留位。
9. 如當日參觀人數太多，本館將因應展覽可容納人數，按先到先得方法安排觀眾入場。
10. 由於衣帽間的儲存空間有限，參觀者應避免攜帶大型物件如書包或貴重物品到博物館。
11. 團體負責人必須維持其團體的秩序，請安排足夠數目的隨行領隊或組長以便照應，建議領隊或組長與參觀人數的比例在 1:20 以內。活動負責人須於參觀完畢後集齊所有參加者後方可離開展廳。**當參觀者離開展廳後，便不能再次進入展廳。**
12. 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。
13. 若參觀者於博物館範圍內有任何不恰當的行為，例如破壞展品或滋擾其他參觀者，本館職員有權制止，並要求參觀者即時離開。

## 惡劣天氣特別安排

如參觀當日遇下列情況，參觀活動及有關服務將會取消。受影響的參觀團體請保留博物館發出的入場通知書及致電 2724 9080 與教育活動組聯絡，本館會因應情況安排參觀時間。

1. 天文台懸掛八號或以上颱風訊號或發出黑色暴雨警告。
2. 教育局發出取消學校上課的公佈。

## 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，請聯絡二級助理館長(導賞) [地址：香港九龍尖沙咀漆咸道南 100 號香港歷史博物館 / 電話：2724 9020]。

## **Notes on Application**

1. All registered kindergartens, primary schools, secondary schools, special schools, post-secondary institutions, universities, charitable or non-profit-making organizations with a visiting group of **20 or more** are eligible for the application for waiver of admission charges, free guided tour and in-house video shows services. Groups of less than 20 persons are required to pay for the admission charges. These services are available on **Monday, Thursday, Friday, Saturday and Sunday**. The Museum opens from 10am to 6pm on weekdays and to 7pm on Saturday, Sunday and public holiday. The Museum closes on Tuesday (except public holiday). Free Admission on Wednesday (except for some Special Exhibitions).
2. 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, if you want to visit in November 2014, you can make application on 1 August 2014. Please **call 2724 9080** during office hours (Mon-Fri: 9:30am–12:45pm & 2:00–5:30pm) **for reservation first**, and then submit the duly completed application form together with copies of relevant documents (see Note 3 below) to the Museum by mail (please mark “Application for Group Visit” on the envelope) or fax (2724 9090) within one week after the telephone booking. Otherwise, the booking will be cancelled. Application made less than two weeks before the visit will not be considered.
3. 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 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.**
4. **Visiting group which has been granted waiver of admission charges should not charge members for admission to the Museum.** Should there involve charging the members, e.g. transportation and administrative fees, please state the nature of charge on the application form.
5. The Museum reserves the right to approve an application. All applications are approved subject to the applicants' 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 incomplete or untrue, the Museum reserves the right to withdraw the approval and recover the full amount of admission charges waived.**
6. **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 relevant services if the applicants fail to produce the confirmation letter. If the number of participants **exceeds the approved quota, the group is required to pay for the extra participants**. Should the number of visitors **fail to meet the approved quota, explanation in letter form may be required**. If the number of participants **is below 20 persons, the Museum reserves the right to withdraw the approval and charge admission for the entire group**. If there are any changes after the confirmation letter is issued, please notify the Museum immediately. New application may be required.
7. In order not to affect the visiting schedule and other arrangements on the day, please arrive at the Museum on time. Visiting groups will only be **admitted once**, as scheduled, into the exhibition galleries. Pre-booked services may be cancelled if you are late for more than 30 minutes. **Late comers are required to pay for admission fee themselves.**
8. Coaches may drop off / pick up visitors at the roundabout of the Science Museum. The Museum provides 6 parking spaces for coaches on a first come, first served basis. No prior reservation will be provided.
9. If there are too many visitors at the Museum, we will arrange the admission on a first come, first served basis according to the capacity of the gallery.
10. Please do not bring along bulky items, such as school bags or valuable items to the Museum.
11. Group leader should keep the order of the group members. Please split your group into smaller groups and assign one leader for each small group. It is recommended to keep a leader-and-visitor ratio at 1:20. Group leader should gather the group members and complete the head count before leaving the Museum. **Re-entering the exhibition galleries is not permitted.**
12. Please do not use loudspeaker in the Museum. In case of emergency, please approach the Museum staff for assistance.
13. The Museum staff reserves the right to stop any annoying behavior and to order the visitors to leave the Museum immediately.

## **Inclement Weather Special Arrangement**

Under the following circumstances, school visits and relevant services will be cancelled. Organizations should keep the admission letter and contact our Education Activities Unit at 2724 9080 for rearrangement.

1. When tropical cyclone warning signal no. 8 or above is hoisted or black rainstorm warning signal is issued by the Hong Kong Observatory.
2. The Education Bureau has made announcement of closing the schools.

## **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 Museum's record. Enquiries concerning the personal data collected in this form, including the request for access and corrections, should be addressed to Assistant Curator II (Docent) by post to Hong Kong Museum of History, 100 Chatham Road South, Tsim Sha Tsui, Kowloon, or by calling 2724 9020.