

To: Zoological and Horticultural Education Unit

Please email (Email Address: zheu@lcsd.gov.hk), fax (Fax. 2367 0556) or post (Address: Zoological and Horticultural Education Unit, 1/F, Kowloon Park Office, 22 Austin Road, Tsim Sha Tsui, Kowloon.)

LCSD shall accept applications by email, fax or post commencing at 9:00 am on 1 September 2025. The applications will be processed on a first-come-first-served basis. Applications by email, fax or post received before the said dates will not be entertained.

**School Guided Visits to Leisure and Cultural Services Department's Facilities
Application Form for School**

Name of School : _____

Address : _____

Tel No : _____ Fax No: _____

We would like to apply for a visit to the following venue and agree to observe the Guidelines for School Guided Visits to Leisure and Cultural Services Department's Facilities (please tick (✓) one venue from below and use separate application form for each venue).

- | | |
|--|---|
| <input type="checkbox"/> HK Zoological and Botanical Gardens (Zoological Garden) | <input type="checkbox"/> HK Zoological and Botanical Gardens (Botanical Garden) |
| <input type="checkbox"/> Green Education and Resource Centre | <input type="checkbox"/> Boundary Street Nursery |
| <input type="checkbox"/> Kowloon Park | <input type="checkbox"/> Kowloon Park cum Planting Activities |

We request to reserve a total of _____ session(s) of guided visit(s) and the date and time of the requested sessions are listed below in order of preference-

(For visiting the above venues, the number of pupils per session ranges from 20 to 45. They should be accompanied by at least 2 teachers during the visits. If the number of pupils is more than 45, please apply more than one session.)

Preference	Date	Time	Class	No. of students
1				
2				
3				
4				
5				

Signature of Headmaster/Headmistress : _____

Name (in Block Letters) : _____

Date : _____

Name of Responsible Teacher : _____

Contact Tel : _____

Mobile No. : _____

School Chop

Remarks: Handling of Personal Data

(1) The personal data provided in this form will only be used for processing applications, statistics, future contact and opinion survey in relation to the activities organised by the Leisure and Cultural Services Department. Only those who are authorised by the Department may have access to such information.

(2) For correction of or access to personal data such as contact number and postal address collected by means of the application form, you may contact our staff on 2723 6053.

(3) The personal data provided in this form may, where necessary, be disclosed to other government bureaux or departments for cross-referencing purposes.