

預約團體參觀申請表格 Application Form for Group Visit

(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)

甲項：團體參觀申請 Part A: Application for Group Visit	
請填妥甲項及乙項以完成申請 Please complete Part A & B to complete the application	
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 15-40 人 15-40 persons per group) _____	隨行領隊 / 老師人數 (建議每團最少有 1 位領隊或老師同行) No. of Accompanying Staff / Teachers (At least 1 staff or teacher per group is recommended)
參觀者類別 Profile of Visitors	
<input type="checkbox"/> 學生 Students (年級 Grade _____) <input type="checkbox"/> 成人 Adult <input type="checkbox"/> 長者 Elderly <input type="checkbox"/> 殘疾人士 People with Disabilities	
<input type="checkbox"/> 其他 Others (請註明 Please specify _____)	

乙項：參觀詳情 Part B: Details of Visit		
此項必須填寫 This part must be completed		
擬參觀日期 Preferred Date of Visit	1. ____/____/____ (日 DD/ 月 MM/ 年 YY)	2. ____/____/____ (日 DD/ 月 MM/ 年 YY)
擬參觀時間 Preferred Time of Visit * 只適用於六、日及公眾假期 Applicable to Sat, Sun and Public Holidays only	<input type="checkbox"/> 11:30-12:30* <input type="checkbox"/> 14:00-15:00 <input type="checkbox"/> 16:30-17:30	<input type="checkbox"/> 11:30-12:30* <input type="checkbox"/> 14:00-15:00 <input type="checkbox"/> 16:30-17:30

申請須知 Notes on Application

1. 申請者可由參觀日起計兩星期至兩個月內於辦公時間內致電高山劇場新翼粵劇教育及資訊中心（下簡稱「中心」）**2330 5130 / 2271 0412** 預約，並將填妥的申請表傳真至（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「預約參觀粵劇教育及資訊中心」）。如申請者未能如期遞交申請，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。關於申請結果及各項安排，中心擁有最終決定權。

Application should be made to the Cantonese Opera Education and Information Centre at Ko Shan Theatre New Wing (the Centre) from **2 weeks to 2 months before** the date of visit. Please call **2330 5130 / 2271 0412** during the office hours for reservation and submit the completed form either by fax (2781 4783) or by post to 3/F, Ko Shan Theatre New Wing, 77 Ko Shan Road, Hung Hom, Hong Kong (please mark 'Visit Application for Cantonese Opera Education and Information Centre' 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. Results of application are subject to the Centre's final decision.

2. 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 / 2271 0412 與中心聯絡。

Email confirmation will be sent to successful applicant. **If you have not received any reply from the Centre 1 week before the date of visit, please contact the Centre at 2330 5130 / 2271 0412.**

3. 個人資料收集聲明

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 **2271 0412** 與高山劇場副經理(高山劇場)粵劇教育及資訊中心聯絡。

Personal Information Collection Statement

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 data as stated in this form. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact AM(KST)COEIC at **2271 0412**.

4. 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 / 2271 0412 傳真 Fax : 2781 4783

電郵 E-mail : csocoEIC@lcsd.gov.hk / amkstcoEIC@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