



香港文化博物館 Hong Kong Heritage Museum  
 「香港賽馬會呈獻系列：數碼敦煌—天上人間的故事」展覽  
 "The Hong Kong Jockey Club Series: Digital Dunhuang - Tales of Heaven and Earth" Exhibition  
 展覽日期 Exhibition Period: 11.7.2018 - 22.10.2018

團體豁免專題展覽入場費參觀及導賞服務申請表格

Application Form for Waiver of Admission Charges of the Special Exhibition for Group Visit and Guided Tour Services

請先閱讀申請須知，如未能提供申請表所需資料，有關申請將不予受理。

Please read the **Notes on Application** before completion. Application will not be considered if applicant fails to provide all information as requested on this application form.

傳真 Fax : 2180 8111

甲部 Part A 團體資料 Group Information

團體資料及參觀行程 Group Information & Visit Schedule	學校／團體名稱 Name of School/Organisation:		
	團體性質 (請在適當方格內“✓”) Nature of school/organisation (please “✓” as appropriate)		
	<input type="checkbox"/>	註冊幼稚園／小學／中學／專上學院／大學 (20人或以上) Registered kindergarten/primary school/secondary school/post-secondary institute/university (20 persons or more)	
	<input type="checkbox"/>	註冊慈善團體／註冊非牟利機構 (20人或以上) Registered charitable organisation/Registered non-profit-making organisation (20 persons or more)	
	<input type="checkbox"/>	註冊學校、慈善或非牟利團體，其服務對象為殘疾人士或長者 (10人或以上) Registered school and charitable or non-profit-making organisation serving people with disabilities or the elderly (10 persons or more)	
<input type="checkbox"/>	其他(請註明，如政府部門) Others (please specify, e.g. government department):		
參觀人數 No. of visitors: _____		隨行工作人員／老師數目 No. of accompanying staff/teacher: _____	
年級／年齡 Class/Age: _____		總人數 Total no. of visitors: _____	
活動負責人 Person-in-charge: _____		聯絡電話 Telephone No.: _____	傳真號碼 Fax No.: _____
學校／團體地址 Address of school/organisation: _____			
第一選擇 1st Choice	參觀日期 Date of visit	參觀時間 Time of visit	第二選擇 2nd Choice

導賞服務 Guided Tour Service  需要 (請填寫乙部及丙部) Required (Please complete Part B & Part C)  不需要 (請填寫丙部) Not required (Please complete Part C)

乙部 Part B 團體導賞 Group Guided Tour

導賞團安排 Tour Arrangement	導賞時間：請選擇最多兩個導賞時段，並於適當的方格內填“1”(第一選擇)；“2”(第二選擇)： Tour Time: Please select up to a maximum of two tour sessions. Put “1” for first choice, “2” for second choice:			
	<input type="checkbox"/>	10:15am-11:15am	<input type="checkbox"/>	11:30am-12:30pm
	<input type="checkbox"/>	2:00pm-3:00pm	<input type="checkbox"/>	4:30pm-5:30pm
	語言選擇：請於適當的方格內填“1”(第一選擇)；“2”(第二選擇)： Language Preferred: Put “1” for first choice, “2” for second choice			
<input type="checkbox"/>	粵語 Cantonese	<input type="checkbox"/>	英語 * English *	*如未能提供英語或普通話導賞，是否接受粵語導賞？(請在適當方格內“✓”) If English/Putonghua tour cannot be arranged, do you accept Cantonese tour? (Please “✓” as appropriate)
<input type="checkbox"/>	普通話 * Putonghua *	<input type="checkbox"/>	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>	

備註 Remark: 如有需要，請列明其他導賞要求或補充資料，例如是次參觀的學習目的、團員特點 (共融、有特殊學習需要、殘障人士等)  
If applicable and necessary, please state other tour requirements or group information, e.g. the visit and learning objective, composition of group members (inclusion, types of special education needs or disabilities, etc.).

請在右側列明貴校／團體的惡劣天氣安排：  
Please state on the right about the special arrangements under inclement weather conditions of your school/organisation:

丙部 Part C 聲明 Declaration

茲證明所填寫及遞交資料均正確無訛，並無遺漏。(此部分須由學校／團體負責人，如校長、負責老師、主席、總理、行政秘書等簽署)  
The undersigned hereby certifies that all the information furnished is correct and complete. (To be signed by the Authorized Officer of school/organisation, e.g. the Principal, teacher-in-charge, Chairman, Director, General Secretary, etc.)

姓名 Name:	職位 Post:	簽署 Signature:
學校／團體印鑑 School/Organisation Chop:		日期 Date:

香港文化博物館  
「香港賽馬會呈獻系列：數碼敦煌—天上人間的故事」展覽  
團體豁免專題展覽入場費參觀及導賞服務申請須知

一般資料

1. 團體如屬下列性質及達到要求的參觀人數，即可申請「香港賽馬會呈獻系列：數碼敦煌—天上人間的故事」展覽**免費導賞服務及豁免專題展覽入場費**：
  - (i) 註冊學校（必須為幼稚園、小學、中學、專上學院及大學）、註冊慈善或非牟利團體，**參觀人數達20人或以上\***；
  - (ii) 註冊學校、註冊慈善或非牟利團體，其服務對象為殘疾人士或長者，**參觀人數達10人或以上\***。  
**\*參觀人數亦包括職員及同行照料者。**
2. 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，將其財產剩餘贈予或移交其他相似的團體，或捐作慈善用途，其成員不得分享利潤或資產。
3. 註冊慈善團體及非牟利機構於遞交申請時，請附上有關之證明文件副本（如稅務局依據稅務條例第八十八條發出之信件、香港政府憲報所列之註冊慈善團體名單或社會福利署所發出之信件證明該團體為政府資助的團體），以證明其慈善性質或非牟利性質。證書副本必須由機構負責人正式簽署，連同團體蓋印，以示真確。
4. 開放時間  
星期一、三至五：上午 10 時至下午 6 時  
星期六、日及公眾假期：上午 10 時至晚上 7 時  
休館日：逢星期二（公眾假期除外）

團體豁免專題展覽入場費參觀

1. 參觀安排詳情

參觀時間及場次	本館將會安排團體每整點／30 分進入展館參觀，參觀時間約需 1 小時。 *（星期六／日／公眾假期只接受正午 12 時前時段申請）
參觀人數	20-50

團體如欲於本計劃以外之時段參觀，本館不會為有關團體再另作安排。

2. 如當天參觀人數或團體眾多，本館將因應展廳可容納人數，按先到先得方法批准參觀申請。
3. 參觀當日請於指定時段前於文化博物館側門集合，憑確認信入場參觀。貴校／團體只能於特定時段內參觀「香港賽馬會呈獻系列：數碼敦煌—天上人間的故事」展覽一次，參觀其他展館則沒有時段限制。
4. 團體須於指定時間前進場，若逾時30分鐘，本館有權不讓遲到團體進場參觀。若參觀當天的人數少於指定人數（請參閱上文第1項），團體須繳付全數入場費。請善用資源，若因事需取消參觀或更改申請資料，必須盡快通知本館，以便安排後補參觀。
5. 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。活動負責人須於參觀完畢後集齊所有參加者後方可離開博物館。
6. 關於各項申請，香港文化博物館擁有絕對決定權。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，館方有權取消批准及索回全部入場費。
7. 若團體只參觀博物館其他展覽，而毋須參觀「香港賽馬會呈獻系列：數碼敦煌—天上人間的故事」展覽，請填寫「團體參觀及導賞服務申請表格」。
8. 惡劣天氣的博物館開放安排
  - (i) 8號或以上風球：博物館將會關閉。倘若8號或以上風球除下時，距離博物館閉館時間不足兩小時，當日將不會開放。
  - (ii) 黑色暴雨警告：若博物館已經開放，則開放時間維持不變。若黑色暴雨警告在博物館開放前經已生效，博物館將不會開放，直至黑色暴雨警告除下。倘若除下時距離博物館閉館時間不足兩小時，當日將不會開放。
9. 參觀團體的旅遊巴士可於博物館公眾停車場上落客，不設停泊。復康巴士可於博物館職員入口（近沙田診所）的有蓋停車場上落客，不設停泊。
10. 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。
11. 如有查詢，請致電 2180 8219。

## 團體導賞服務

1. 每團參加導賞服務人士以20至25人為合；以殘疾人士或長者為服務對象的學校及團體，則每團以10至15人為合。
  2. 除特別註明外，一般而言一節導賞需要大約一小時。本館不設半小時導賞團。
  3. 星期六、日及公眾假期只設早上場次（10:15am-11:15am 及 11:30am-12:30pm）的團體導賞預約服務。
  4. 惡劣天氣的緊急安排  
**導賞取消：**天文台於導賞開始前3小時懸掛／發出
    - 1) 三號或以上強風信號、紅／黑色暴雨警告已經生效（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）
    - 2) 八號或以上烈風或暴風信號；或黑色暴雨警告已經生效（中學、大專及相類團體適用）
    - 3) 教育局宣佈停課（幼稚園、小學、中學及特殊學校適用）**導賞如期舉行：**天文台於導賞開始前3小時或之前除下
    - 1) 三號強風信號或紅／黑色暴雨警告（幼稚園、小學、特殊學校、兒童中心、老人中心及相類團體適用）；
    - 2) 八號烈風或暴風信號或黑色暴雨警告（中學、大專及相類團體適用）學校／團體如有不同的惡劣天氣緊急安排，請在表格上「備註」一欄註明。
5. 如有查詢，請致電 2180 8180。

## 申請手續

1. 團體可在參觀日期三個月至二星期前申請豁免專題展覽入場費參觀及預約導賞服務，例如參觀日期為2018年5月，則可於2018年2月首個工作天起遞交申請表格。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。申請將根據先到先得的原則作出安排，唯申請接受與否，博物館保留最終批核權。請選擇兩個擬申請參觀的日期及時間，並列出先後次序，以便博物館作出適當安排。學校／團體如未能提供申請表所需資料，有關申請將不予受理。請將填妥表格寄交沙田文林路 1 號香港文化博物館（信封面請註明「香港文化博物館團體參觀」），或圖文傳真 2180 8111 至博物館，以便本館跟進你的申請。
2. 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。申請人於表格內所提供之個人資料將會存檔於本館作記錄。申請人如欲查閱及更正本表格所收集的個人資料，請致電 2180 8219 與本館職員聯絡。
3. 確定申請  
博物館會於參觀日期前兩星期回覆申請結果。不論成功申請與否，本館皆會以傳真形式發出正式通知。如於參觀日前一星期仍未接獲本館回覆，請與博物館聯絡（電話：2180 8219 [只申請豁免專題展覽入場費參觀]／2180 8180 [申請豁免專題展覽入場費參觀及導賞服務]）。
4. 更改或取消預約參觀／導賞服務  
申請表格內的資料如有變更，或取消預約導賞服務，請立刻與博物館聯絡（電話：2180 8219 [只申請豁免專題展覽入場費參觀]／2180 8180 [申請豁免專題展覽入場費參觀及導賞服務]）。

## Hong Kong Heritage Museum

### “The Hong Kong Jockey Club Series: Digital Dunhuang - Tales of Heaven and Earth” Exhibition

#### Notes on Application for Waiver of Admission Charges of the Special Exhibition for Group Visit and Guided Tour Services

##### General Information

- The following organisations are eligible to apply for **free guided tour service** and **waiver of admission charges** to “The Hong Kong Jockey Club Series: Digital Dunhuang - Tales of Heaven and Earth” exhibition:
  - Registered schools (must be kindergartens, primary schools, secondary schools, post-secondary institutes or universities), and registered charitable or non-profit-making organisations **with a visiting group of 20 or more\*** ;
  - Registered schools, and charitable or non-profit making organisations serving people with disabilities or the elderly **with a visiting group of 10 or more\***.**\*The total number of participants also includes staff and accompanying carers.**
- The applicant should be registered under the Societies Ordinance or incorporated under the Companies Ordinance or formed by statute or registered on the list of approved charitable institutions or trusts of public character. Its Constitution or Memorandum and Articles of Association or Ordinance Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.
- For registered charitable organisation or registered non-profit-making organisation, applicant should produce copies of supporting documents (i.e. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or Letter issued by the Social Welfare Department) to identify the charitable nature or non-profit-making nature of the organisation. The copies should be certified true by an authorized officer together with the organisation chop.
- Opening Hours  
Monday, Wednesday to Friday : 10am to 6pm  
Saturdays, Sundays & Public Holidays : 10am to 7pm  
Closing Days : Tuesdays (except public holidays)

##### Waiver of Admission Charges of Special Exhibition for Group Visit

###### 1. Visit Arrangements

Days & Sessions	Groups will be arranged enter the gallery every hour / 30 minutes, the visit takes around one hour. *(Only morning session, i.e. before 12nn open for application on every Sat / Sun and PH)
No. of Participants	20-50

No special arrangements for group visit will be made outside the above sessions.

- If there are too many visitors or a large number of group visitors within one day, application will be accepted on a first-come-first-served basis, according to the capacity of the galleries.
- Please bring the confirmation letter and gather at the side entrance of the Museum before the specified time slot. You are allowed to visit the “The Hong Kong Jockey Club Series: Digital Dunhuang - Tales of Heaven and Earth” exhibition once, and you are welcome to visit other galleries at any other time on that day.
- Please be reminded that you are required to show up before the specified session. Your group admission will be refused if you do not turn-up after 30 minutes the concerned session has started. If the number of attendance is below the required number of persons (Please see Note 1 above), the group is required to pay the full admission charges. If you want to cancel your visit or amend any application, please notify us immediately.
- 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. Group leader should gather the group members and complete the head count before leaving the Museum.
- The Museum reserves the right to decide whether to approve an application. All applications are approved 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.
- If schools / organisations are going to visit exhibitions other than the “The Hong Kong Jockey Club Series: Digital Dunhuang – Tales of Heaven and Earth” exhibition, please fill in the “Application Form for Group Visit and Guided Tour Services”.
- Inclement Weather Arrangements
  - Typhoon signal No. 8 or above: The Museum will close. If the signal is lowered less than 2 hours before the normal closing time, the Museum will remain closed that day.
  - Black rainstorm warning: If the warning is issued during normal opening hours, the Museum will remain open. If the warning is issued before the Museum opens, the Museum will be closed until the warning is cancelled. If the warning is cancelled less than 2 hours before normal closing hours, the Museum will remain closed that day.

9. Coaches may drop off / pick up visitors at the public carpark. Rehabus may drop off / pick up disabled visitors at the covered carpark of Museum's staff entrance (near the Sha Tin Clinic). No parking space is provided.
10. No loudspeaker is allowed in the Museum. In case of emergency, please approach the Museum staff for assistance.
11. For enquiries, please contact our staff at 2180 8219.

### **Group Guided Tour Services**

1. The number of participants for each tour is limited to 20 to 25 persons. For schools and organisations serving people with disabilities or the elderly, the number of participants for each tour is limited to 10 to 15 persons.
2. **Unless otherwise stated, a tour will generally take around one (1) hour. No half-hour tour** will be provided.
3. On Saturdays, Sundays and Public holidays, only morning sessions (10:15am-11:15am and 11:30am-12:30pm) are available for group tour booking.
4. Special Arrangements Under Inclement Weather Conditions  
**Guided tour will be cancelled:** When the following warning is issued by the Hong Kong Observatory and is still in force 3 hours before the tour is scheduled to begin:
  - 1) Tropical Cyclone Warning Signal No. 3 or above; or Red / Black Rainstorm Warning (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
  - 2) Tropical Cyclone Warning Signal No. 8 or above; or Black Rainstorm Warning (For secondary schools / tertiary institutions / similar organisations)
  - 3) Education Bureau has announced class suspension. (For kindergartens, primary, secondary and special schools)  
**Guided tour will be conducted as scheduled:** When the following warning is lowered by the Hong Kong Observatory 3 hours before the tour is scheduled to commence:
  - 1) Tropical Cyclone Warning Signal No. 3; or Red / Black Rainstorm Warning (For kindergartens / primary schools / special schools / child centres / centres for the elderly / similar organisations)
  - 2) Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning (For secondary schools / tertiary institutions / similar organisations)If school / organisation has other arrangements under inclement weather conditions, please state clearly in the "Remark" column on the application form.
5. For enquiries, please contact our staff at 2180 8180.

### **How to Apply**

1. Applications for waiver of admission charges of special exhibition for group visit and guided tour services can be made **up to three (3) months in advance and must be made at least two (2) weeks before the proposed date of visit**. For example, if you wish to visit in May 2018, you can make application from the first working day of February 2018. **Application made less than two (2) weeks before the proposed date of visit will not be considered**. Tours will be arranged on a first-come-first-served basis and are subject to the Museum's final approval. To facilitate arrangements, a visiting group should select two (2) choices of date and time for their proposed visit in order of preference. Application will not be considered if applicant fail to provide all information as requested on the application form. Please return the completed form either by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark "Hong Kong Heritage Museum Group Visit" on the envelope) or by fax to 2180 8111 for the Museum to process your application.
2. You have the right to request access to and to request the 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 you provide by means of this form will be kept as the records of the Museum. For enquiries concerning the personal data collected by means of this form, including the request for access and correction, please contact our staff at 2180 8219.
3. How to confirm your booking  
The Museum will notify schools or organisations regardless of the final result **within two (2) weeks before the proposed date of visit** by fax. **If you have not received a reply from the Museum one (1) week before the proposed date of visit, please contact the Museum** (Tel. 2180 8219 [applied for waiver of admission charges of special exhibition for group visit only] / 2180 8180 [applied for waiver of admission charges of special exhibition for group visit and guided tour service]).
4. How to reschedule / cancel your booking for visit / group tour  
Please notify the Museum immediately if you need to make any alterations regarding your visit or to cancel it altogether (Tel. 2180 8219 [applied for waiver of admission charges of special exhibition for group visit only] / 2180 8180 [applied for waiver of admission charges of special exhibition for group visit and guided tour service]).