



香港文化博物館
博物館團體導賞服務申請表格
Hong Kong Heritage Museum
Application Form For Group Guided Tour Services

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

傳真Fax : 2180 8111

擬參觀的博物館 (請選擇一項) Museum to visit (Please select one):

香港文化博物館
Hong Kong Heritage Museum

香港鐵路博物館
Hong Kong Railway Museum

上窰民俗文物館
Sheung Yiu Folk Museum

學校/團體名稱 Name of School/Organisation: _____

參觀日期 Date of Visit: (第一選擇 1st Choice) _____ (第二選擇 2nd Choice) _____

參觀時間 Time of Visit: _____

參觀人數 No. of Visitors: _____

年級/年齡 Class/Age: _____

****擬參觀展覽廳之名稱(只可選擇一個) Exhibition to be visited (select one only):**

(第一選擇 1st Choice) _____ (第二選擇 2nd Choice) _____

聯絡人 Contact Person: _____

聯絡電話/傳真號碼 Contact Telephone No./Fax No.: _____

地址 Address: _____

學校/團體印鑑 School/ Organisation Chop: _____

**參觀香港文化博物館的團體，方須填寫此欄。有關學校/團體如未能提供申請表所需資料，有關申請將不予受理。

**For organisation which plans to visit the Hong Kong Heritage Museum, please fill in this column. Application will not be considered if applicant fail to provide all information as requested on the application form.

香港文化博物館

團體導賞服務申請須知

為使參觀者更深入了解展品，並增加與觀眾互相交流的機會，博物館現為參觀團體提供免費展覽導賞服務。

1. 團體如屬下列性質及達到要求的參觀人數，即可申請導賞服務：
 - (i) 註冊學校（必須為幼稚園、小學、中學、專上學院及大學）、註冊慈善及非牟利團體，**參觀人數達20人或以上***；
 - (ii) 註冊學校、註冊慈善及非牟利團體，其服務對象為殘疾人士及長者，**參觀人數達10人或以上***。
***參觀人數亦包括職員及陪同者。**
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. 博物館逢星期二休館（公眾假期除外）。
5. 每團參加導賞服務人士以20至25人為合；以殘疾人士及長者為服務對象的學校及團體，則每團以10至15人為合。
6. 參加人數每20人需有一位教師／申請團體所屬職員陪同。如參加人數超過20人，請按比例增加陪同教師／職員數目。
7. **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。
8. 申請手續

團體可在參觀日期三個月至二星期前預約導賞服務，例如參觀日期為2016年11月，則可於2016年8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。請選擇兩個擬申請安排導賞的日期及展覽，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「導賞服務」），或圖文傳真 2180 8111 至博物館，以便本館跟進你的申請。
9. 申請表格內所提供的個人資料只作申請博物館導賞服務之用。閣下如要求查閱及更正有關的個人資料，請致電 2180 8180 與教育服務組聯絡。
10. 確定申請

博物館會於參觀日期前兩星期回覆有關導賞服務申請結果。如申請被接納，博物館會致函有關團體以確定參觀日期及安排。**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 8180）。**
11. 更改或取消預約導賞服務

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。
12. 如有任何查詢，請致電 2180 8180 與教育服務組聯絡。

Hong Kong Heritage Museum
Notes on Application for Group Guided Tour Services

To give visitors a better understanding of the exhibits, the Heritage Museum is now providing free guided tour services to group visitors.

1. The following organisations are eligible to apply for group guided tour services:
 - (i) 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*** ;
 - (ii) Registered schools, and charitable or non-profit making organisations serving people with disabilities and the elderly **with a visiting group of 10 or more***.
***The total number of participants also includes staff and minders.**
2. 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.
3. 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.
4. The museum closes on Tuesdays (except public holidays).
5. The number of participants for each tour is limited to 20 to 25 persons. For schools and organisations serving people with disabilities and the elderly, the number of participants for each tour is limited to 10 to 15 persons.
6. One teacher/leader accompanies each group of 20 people is required. Please increase the number of teachers/leaders accompanying the group proportionately if the group is more than 20. If a group is very large, visitors may be divided into several smaller groups for the museum visit.
7. **Unless otherwise stated, a tour will generally take around one (1) hour. No half-hour tour** will be provided.
8. How to book
Applications for 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 November 2016, you can make application from the first working day of August 2016. **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 for their proposed visit and two (2) choices of exhibition to be visited 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 complete form either by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark 'Group Guided Tour' on the envelope) or by fax to 2180 8111 for the museum to process your application.
9. The personal data provided in the application form will be used only for the purpose of arranging museum guided tour services. For correction of or access to personal data after submission of the form, please contact our staff at 2180 8180.
10. How to confirm your booking
The museum will notify schools or organisations the result of tour application **within two (2) weeks before the proposed date of visit**. If the application is accepted, the museum will confirm the visit and the arrangements with the group concerned 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 8180).**
11. How to reschedule/cancel your booking
Please notify the museum immediately if you need to make any alterations regarding your visit or to cancel it altogether.
12. For enquiries, please contact our staff at 2180 8180.