

香港賽馬會呈獻系列：八代帝居 — 故宮養心殿文物展
團體豁免專題展覽入場費參觀及導賞服務申請表格
The Hong Kong Jockey Club Series:
Hall of Mental Cultivation of The Palace Museum –
Imperial Residence of Eight Emperors
Application Form for Waiver of Admission Charges of the Special Exhibition for
Group Visit and Guided Tour Service

(只供註冊學校／註冊慈善團體／註冊非牟利機構申請) ①

(For Registered Schools, Registered Charitable Organisations and Registered Non-profit-making Organisations Only) ①

展覽地點： 香港新界沙田文林路一號 香港文化博物館一樓

Exhibition Venue: 1/F, Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin

展覽日期： 2017 年 6 月 30 日 至 10 月 15 日

Exhibition Period: 30 June to 15 October 2017

開放時間： 星期一、三至五 Monday, Wednesday to Friday : 10am – 6pm

Opening Hours: 星期六、日及公眾假期 Saturday, Sunday and public holidays: 10am – 7pm

展覽詳情，請瀏覽香港藝術館或香港文化博物館網頁。

Please refer to the website of Hong Kong Museum of Art or Hong Kong Heritage Museum for the exhibition details.

網頁 Website <http://hk.art.museum/> / <http://hk.heritage.museum>

(A) 團體豁免專題展覽入場費參觀／及導賞服務時段

Waiver of Admission Charges of the Special Exhibition for Group Visit / and Sessions for Guided Tour Service

日期 Date	5.7.2017 – 13.10.2017 平日(星期二除外) Weekdays (except Tuesdays)
豁免專題展覽入場費參觀 Waiver of Admission Charges of the Special Exhibition	本館只會安排團體整點／30 分進入展館參觀， 參觀時間約需 1 小時 Groups will be arranged to enter the gallery every hour / 30 minutes, the visit takes around one hour
導賞場次 Guided Tour Session	10:00am – 11:00am 11:30am – 12:30pm 1:00pm – 2:00pm 3:30pm – 4:30pm 導賞服務僅限以上特定時段 Guided tour service will only be available at the above sessions
每場人數限額 Quotas per session	20 – 50 ②

註 ① 註冊幼稚園／小學／中學／專上學院／大學、註冊慈善團體或非牟利機構，參觀人數達 20 人或以上；如服務對象為殘疾人士或長者，參觀人數達 10 人或以上，便可申請。參觀人數包括職員及同行照料者。 Registered kindergartens / primary school / secondary school / post-secondary institution / university or registered charitable organisation / registered non-profit-making organisation with a visiting group of 20 or more, or serving people with disabilities or the elderly with a visiting group of 10 or more may apply. The total number of participants includes staff and carers.

Notes

② 每團人數以 20 至 25 人為合，殘疾人士或長者團體以 10 至 15 人為合。每時段最多可容納 2 團。 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. A maximum of 2 tours can be conducted each session.

(B) 申請方法 Application Method

1. 將填寫好之表格傳真至 **2180 8111 (香港文化博物館)**
Fax the completed form to **2180 8111 (Hong Kong Heritage Museum)**
2. 開始接受報名日期：**2017 年 6 月 1 日**
Application starting date: **1 June 2017**
3. 是項服務名額有限，先到先得，額滿即止。
Applications are processed on a first-come-first-served basis.
4. **註冊慈善團體及非牟利機構須同時遞交有關之證明文件副本，本館接受以下其中一項為證明文件：**
 - a. 稅務署依據稅務條例第 88 條發出之信件；或
 - b. 香港政府憲報所列之註冊慈善機構團體名單；或
 - c. 社會福利署所發出之信件證明該團體為政府資助的團體；或
 - d. 該團體的會章，刊載有關團體解散後，將其財產剩餘贈予或移交予其他相似的機構，或捐作慈善用途，其成員不得分享利潤或資產。

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。如未能提供以上文件，申請將不會受理。

Registered charitable organisations or registered non-profit-making organisations should provide copies of supporting document. We accept either one of the following documents:

 - a. Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
 - b. List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
 - c. Letter issued by the Social Welfare Department; or
 - d. Constitution, or Ordinance, or Trust Deed of the organisation, which specifically provides that members do not take any share of the profits nor any share of the assets upon dissolution.

The copies should be certified true by an authorized officer together with organization chop. Application will not be accepted if the organisation fails to provide the documents listed above.
5. 豁免專題展覽入場費／及導賞服務僅限特定時段，藝術館不會另行安排以外時段。惟參觀者亦可選擇公眾導賞時段自由參加，詳情請參閱香港藝術館或香港文化博物館網頁。
Waiver of admission charges of the special exhibition for group visit /and guided tour service will only be available at the specified sessions. No special arrangement for group guided tour service will be made outside those sessions. Visitors are welcome to join the public guided tours, please refer to the website of Hong Kong Museum of Art or Hong Kong Heritage Museum for details.
6. 申請表必須於參觀日期前**最少 2 星期**傳真至香港文化博物館。
Application form must be faxed to the Hong Kong Heritage Museum **2 weeks prior** to the date of visit.
7. 查詢申請詳情、批核進度、更改申請資料，請於辦公時間（星期一至五，上午 9:30 至下午 5:30）致電：**2734 2103 / 2734 2177 香港藝術館 服務推廣組**。
For enquiries or any amendments of information, please call the **Extension Services Sub-unit of Hong Kong Museum of Art at 2734 2103 / 2734 2177 (Mon-Fri, 9:30am-5:30pm)**.

(C) 參觀確認 Confirmation of Visit

1. 申請確認信將以傳真方式通知各學校／團體。如於距離參觀前 1 星期仍未獲回覆，請與香港藝術館服務推廣組聯絡。
Confirmation letter will be faxed to school 1 week prior to the date of visit. If you do not hear from us, please call the Extension Services Sub-unit to reconfirm.
2. 若學校／團體因事須取消參觀或更改申請資料，必須盡快通知香港藝術館服務推廣組。
If you want to cancel your visit, you must notify the Extension Services Sub-unit, Hong Kong Museum of Art immediately.

(D) 常見問題 Frequently Asked Questions

1. 哪類團體才可以申請團體導賞服務？

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，其成員不得分享利潤或資產。

What kind of organisations can apply for group guided tour service?

The applicant for the service 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 a public character. Its Constitution or Memorandum and Articles of Association or Ordinance or Trust Deed should specifically provide that members do not take any share of the profits nor any share of the assets upon dissolution.

2. 香港文化博物館有沒有停泊旅遊巴士的地方？

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。

Are there any parking spaces for coaches at the Hong Kong Heritage Museum?

Coaches may drop off/pick up visitors at the public carpark. No parking spaces provided. Rehabus may drop off/pick up disabled visitors at the covered carpark of Museum's staff entrance (near the Sha Tin Clinic). No parking spaces provided.

3. 同學可以帶書包嗎？

請學生不要帶書包進場，但可以帶隨身小背包放置個人必需品。

Can students bring their school bags?

No. Please remind the students not to bring their school bags, but they may bring a small bag for keeping personal belongings.

4. 導賞服務後可以繼續參觀嗎？

歡迎繼續參觀其他免費開放的展覽廳。

Can we stay behind after the tour?

Welcome to visit the free admission galleries.

5. 展覽有學習工作紙提供嗎？

展覽沒有提供學習工作紙，但可即場索取免費展覽小冊子。

Are educational worksheets available?

Educational worksheets are not provided for this exhibition. You may collect free education pamphlets on-site.

6. 我遞交了申請表，但沒有收到回覆，是否表示申請已失敗？

不是。不論申請成功與否，藝術館皆會發出正式通知。有可能是傳真未能接通，以致你收不到確認信，請聯絡服務推廣組查詢批核進度。

I submitted the application form but did not receive any reply. Is my application not accepted?

We will notify all the applicants regardless of the final result. There may be a problem with the fax transaction. Please contact us to check the progress.

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香港藝術館作記錄。申請人如欲查閱及更正本表格所收集之個人資料，請聯絡香港藝術館服務推廣組，電話：2734 2103。

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 collected by means of this form will enter the record of the Hong Kong Museum of Art. Enquiries concerning the personal data collected by means of this form, including the request for access and corrections, should be addressed to the Extension Services sub-unit. Tel No: 2734 2103.

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香港 HONG KONG 藝 MUSEUM 術 OF ART 館

只供註冊學校／註冊慈善團體／註冊非牟利機構申請

For Registered Schools, Registered Charitable Organisations and Registered Non-profit-making Organisations Only

致 To: 香港文化博物館 Hong Kong Heritage Museum

申請編號 (由本館填寫)

傳真 Fax : 2180 8111

App. no. (for official use only)

團體資料及參觀行程 Group Information and Visit Schedule

學校／團體名稱

Name of School / Organisation

性質 註冊幼稚園／小學／中學／專上學院／大學 註冊慈善團體 註冊非牟利機構
 Nature Registered kindergartens / primary school / secondary school / post-secondary institution / university
 Registered charitable organisation / organization Registered non-profit-making organisation

地址

Address

電話 Tel.

傳真 Fax.

活動負責人及聯絡電話 Person-in-charge and tel.

是否需要特別安排?

Any special request?

請選擇： 只參觀 Visit only 參觀及導賞 Visit and guided tour
 Please tick 參觀及導賞 Visit and guided tour (日期及時段 Date and session) 只參觀 Visit only
 班級／年歲 Grade / Age 參加人數(包括職員及同行照料者) No. of visitors (including staff and carers)

首選
1st choice

次選
2nd choice

語言選擇 Language preferred :

粵語 Cantonese / 英語 English * / 普通話 Putonghua*

* 如未能提供英語或普通話導賞，是否接受粵語導賞？

If English / Putonghua tour cannot be arranged, do you accept Cantonese tour? 是 Yes / 否 No

聲明 (此部分須由學校／團體負責人簽署)

Declaration To be signed by the Authorized Officer of school / organisation)

茲證明上述資料均正確無訛，並無遺漏。The undersigned hereby certifies that all the information furnished on this form is complete and accurate.

姓名 Name

簽署 Signature

職位 Post

學校／團體印鑑

日期 Date

School / Organisation Chop

館方專用 For official use only

	遞表日期	入場批核	簽署	日期
香港文化博物館		核准／不批准		
	收表日期	服務推廣組 簽署	豁免入場費參觀及導賞批核	簽署 及 日期
香港藝術館		推薦／不推薦	核准／不批准	C(MA)