



Hong Kong Heritage Museum

Application for "Culture Express: Loan Service for Exhibition Panels"

Please return completed form by fax to 2180 8222

Application no. _____ (For office use only)

TO BE COMPLETED BY THE APPLICANT (Please refer to "Notes for Application")

- Exhibition Panel(s) (A1) Hong Kong's Food Culture
- Requested for loan (A2) A Synthesis of Lyrical Excellence and Martial Agility – The Stage
Art of Ng Kwan Lai
- (A3) The Development of Cantonese Opera
- (A4) "Hong Kong Photography Series" 2 – City Flâneur: Social Documentary
Photography
- (A5) Act • Live – Hong Kong International Poster Triennial 2010

Date/Period of loan _____ (dd/mm/yy) to _____ (dd/mm/yy)

Purpose of loan _____

Exhibiting Venue _____

Target audience / group _____ No. of audience _____

Name of organisation/school* _____

Nature of organisation# _____

Address _____

Contact phone no. _____ Fax no. _____ E-mail _____

Name of person in charge _____ Name of authorised collection representative _____

Signature of person in charge _____ Organisation/School chop _____

* Please delete as appropriate.

This service is available to schools and non-profit-making organisations only. Please attach copies of supporting documents.

The above application has been approved.

Please bring this application form to collect loan item(s) from the Museum Administration Office (4/F) during office hours on _____ and return the loaned item(s) on or before _____.

(Please contact our staff on 2180 8192 to arrange the time of collection)

Notes for Application for Lending Services

1. The museum provides free lending services for exhibition panels to the following institutions:
 - Kindergartens, primary and secondary schools, tertiary institutions, universities and registered non-profit-making educational institutions;
 - Registered non-profit-making organisations or institutions.
2. Applicants are required to produce copies of supporting documents as proofs of their non-profit-making status. Copies should be duly signed by the officer in charge and the organisation's chop should be affixed for verification.
3. Please return the completed application form together with copies of supporting documents to the Hong Kong Heritage Museum, 1 Man Lam Road, Sha Tin, either by fax (2180 8222) or by post (please mark "Application for Lending Services" on the envelope).
4. Applications will be processed on a first-come-first-served basis and are subject to the museum's final approval. In the event that the requested item(s) is (are) not ready for loan for any reason, the applicant has no right to make an objection.
5. When an application is successful, the museum will confirm and notify the approved date of collection with the applicant by phone and/or fax.
6. The museum will arrange delivery for exhibition panels to the addresses provided by the applicants. Applicants should assign a representative to collect and return the loaned item(s) on the designated dates. When collecting the item(s), the representative will be required to show his/her Hong Kong Identity Card or a valid staff card for identification.
7. Applicants are required to collect the loaned item(s) on the appointed day and to contact the Education and Extension Service Team on 2180 8192 during office hours at least one day before the appointed day in order to confirm the time of collection. If the item(s) is (are) not collected at the confirmed time, this will be deemed as voluntary waiver of the right to loan the item(s).
8. The Leisure and Cultural Services Department is the owner of the copyright of the exhibition panels. No part of the panel may be reproduced in any form or by any means.
9. In no circumstances may the applicant charge audiences for viewing the loaned item(s).
10. The museum is not liable for any damage or harm caused to persons while using the panels under the custody of the applicant.
11. For enquiries, please call the Education and Extension Services Team on 2180 8192 during office hours.
12. In accordance with Sections 18 and 22 Principle 6 Schedule 1 of the Personal Data (Privacy) Ordinance, applicants have the right to request correction of or access to personal data contained in this application. The personal data contained in this form will be kept by the museum for its own records. For enquiries and correction of the personal data provided in this form, please contact our staff on phone 2180 8192 or by fax 2180 8222).